



E3 - EVENTS & EXHIBITION EXPERTISE

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000

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1. **INTRODUCTION**

1.1 **The Provisions of the Act**

The purpose of the Promotion to Access to Information Act No. 2 of 2000 (the "Act") is to give effect to the constitutional right of access to information held by another that is required for the exercise or protection of any right, but importantly, it codifies the limitation on such right in the interests of protecting privacy, commercial confidentiality and effective, efficient and good governance. The provisions dealing with the form of a request, the fees payable, and the procedure to be followed in regard to a request, are embodied in sections 53 to 60 of the Act.

The principal manner in which the Act gives effect to the constitutional right of access to information held by another that is required for the exercise or protection of any right is by providing a right to request information and a concomitant duty (on the public and/or private body concerned) to provide the information as requested, unless there is a legitimate ground in terms of sections 62 to 70 of the Act for refusing access to the requested information.

1.2 **The company E3 – Events & Exhibition Expertise**

E3 – Events & Exhibition Expertise (E3 – Events) is a company that focuses on outsourcing its expertise, market knowledge and services to corporate companies, Government, exhibition and conference organisers, institutions and embassies in a professional and innovative manner. Its services include: conceptualisation, design, planning, production and management. E3 - Events' aims are to create new business opportunities for industry by professionally producing and managing events such as conferences, exhibitions, launches, golf days and road shows. E3 - Events, in terms of section 1 of the Act, is a private body.

1.3 **The purpose of the manual**

The purpose of the manual is threefold namely:

- (a) to make available to potential requesters information regarding the records retained by E3 - Events;
- (b) to define the manner in which a request for information must be submitted to E3 - Events; and
- (c) to set out the criteria, derived from the Act, to be applied by E3 - Events in granting or refusing a request.

The manual may be amended from time to time. As and when amendments are effected, the latest version of the manual will be made public.

A requester who requires further information in regard to the use of the manual and/or the procedure to be followed, may direct enquiries to:

Ms. Gillian Sclanders
 Tel: (011) 787-7583
 Fax: (011) 326-2714
 P.O Box 70470
 Bryanston
 2021

2. **CONTACT DETAILS (Section 51(1)(a) of the Act)**

Name of body: E3 – Events & Exhibition Expertise
 c.c.

Appointed Information Officer: Ms. Gillian Sclanders

Physical Address: 467 Rugby Avenue
 Ferndale
 RANDBURG

Postal Address: P.O Box 70470
 Bryanston
 2021

Telephone: (011) 787-7583

Fax: (011) 326-2714

E-mail: gillian@e3events.com

Website: www.e3events.com

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)**

The guide is available in all official languages from the South African Human Rights Commission (the "SAHRC").

Contact details of the SAHRC are as follows:

PAIA Unit
 The Research and Documentation Department
 Private Bag 2700
 HOUGHTON
 2041

Telephone: (011) 484-8300

Fax: (011) 484-0582 / 1360
 E-mail: PAIA@sahrc.org.za
 Website: www.sahrc.org.za

4. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c))**

In terms of section 52(1) of the Act, a private body may, provide the Minister of Justice with information regarding categories of records that are automatically available *without* a person having to request access in terms of the Act. In terms of section 52(2), the Minister of Justice must, by notice in the Gazette, publish such information.

5. **INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 51(1)(d) of the Act)**

E3 - Events holds information in terms of the following legislation:

Basic Conditions of Employment Act no. 75 of 1997;
 Companies Act no. 61 of 1973;
 Compensation for Occupational Injuries and Diseases Act no. 130 of 1993;
 Employment Equity Act no. 55 of 1998;
 Income Tax Act no. 58 of 1962;
 Labour Relations Act no. 66 of 1978;
 Occupational Health and Safety Act no. 85 of 1993;
 Skills Development Act no. 97 of 1998;
 Skills Development Levies Act no. 9 of 1999;
 Unemployment Contribution Act no. 4 of 2002;
 Unemployment Insurance Act no. 30 of 1966; and
 Value-Added Tax Act no. 89 of 1991.

6. **INFORMATION FORMING PART OF RECORDS IN TERMS OF THE ACT (Section 51(1)(e))**

6.1 **Administration and management**

Statutory records;
 Administrative records;
 Risk, security and insurance records;
 Commercial contracts; and
 Correspondence.

6.2 **Finance**

Accounting records;
 Salaries and wages records;
 Creditor's and debtor's records;
 Taxes and levies records;

Operational expenditure records;
Financial statements; and
Asset inventories.

6.3 **Human resources**

Personnel records;
Employee relations;
Training and development;
Employment contracts; and
Staff regulations and policies.

6.4 **Clients**

Client database;
Client services records;
Client accounts; and
Client files.

6.5 **Information technology**

Infrastructure and systems.

6.6 **Insurance**

Insurance policies, records and documents.

7. **INFORMATION AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THE ACT (Section 51(1)(c) of the Act)**

E3 - Events website www.e3events.com is accessible to anyone with access to the Internet, and contains the following pages:

Services;
Skills;
Past Projects;
References;
Booking Form; and
Contact Us.

8. **CRITERIA FOR GRANTING ACCESS TO INFORMATION**

- 8.1 Any information, records, copies, documents or other data forming part of or pertaining to the records referred to in paragraphs 5 and 6 above will only be made available to a requester in response to a request prepared and lodged in the prescribed format and in accordance with the prescribed procedure (see paragraph 9 below).

- 8.2 The information, records, copies, documents or other data forming part of or pertaining to the aforementioned records will be made available to a requester in accordance with the provisions of the Act, and subject to the rules and principles entrenched in the Act in regard to the protection of the commercial and confidential information of E3 Events and third parties, and taking into account the other grounds for refusal as set out in the Act.
- 8.3 E3 Events may in terms of sections 62 to 70 of the Act, refuse to grant access to any information falling within certain categories as contemplated in the Act.

9. **REQUEST PROCEDURE**

- 9.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 9.2 The requester must complete the prescribed form enclosed hereto as Annexure 1, and submit the form as well as payment of the request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail address as provided in paragraph 2 above.
- 9.3 The prescribed form must be filled in with sufficient particularity to enable the Information Officer to identify-
- The information and/or record or records requested;
The identity of the requester;
Which form of access is required, if the request is granted; and
The postal address or fax number of the requester.
- 9.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 9.5 E3 Events will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with.
- 9.6 The requester will be informed whether access is granted or denied. If, in addition, the requester requires the reasons for the decision he/she must state the particulars so required.
- 9.7 If a request is made on behalf of another person, then the requester must submit proof of capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.
- 9.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

- 9.9 The requester must pay the prescribed fee before any further processing can take place.

10. **REQUEST FEES**

Section 54 of the Act provides for a private body to require a request fee to be paid by a requester before processing a request. Information in regard to the fees payable is set out in Annexure 2.

11. **OTHER INFORMATION (Section 51(1)(f) of the Act)**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

12. **AVAILABILITY OF THIS MANUAL (Section 51(3) of the Act)**

- 12.1 The manual is available for inspection at the offices of E3 - Events, free of charge.
- 12.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of E3 - Events.
- 12.3 The manual can be accessed on the website of E3 - Events (www.e3events.com) and is available from the SAHRC.

Annexure "1"

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
 Section 53(1) of the Promotion of Access to Information Act, 2000
 (Act No. 2 of 2000)

[Regulation 10]**A. Particulars of private body**

The Head/Designated Person: _____

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached*

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person

Full names and surname: _____

Identity number: _____

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
 (b) If the provided space is inadequate, please continue on a separate folio and attaché it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
 (b) You will be notified of the amount required to be paid as the request fee.
 (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
 (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____
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Mark the appropriate box with an **x**.

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available
 (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:						
	Copy of record*		Inspection of record			
2. If the record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)						
	View the images		Copy of the images*		Transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound:						
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)			
4. If record is held on computer or in an electronic or machine-readable form:						
	Printed copy of record*		Printed copy of information derived from the record*		Copy in computer readable form* (stiffy or compact disc)	
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable					YES	NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Indicate which right is to be exercised or protected: _____
2. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the

necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ this _____ day of _____ 20 _____

**SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE**

Annexure "2"

CHARGE SHEET FOR ACCESS TO INFORMATION ACT 2 OF 2000 REQUESTS

REQUESTER'S DETAILS	PREPARED BY:
Name:	Name:

Address:	Date:
	Signature
Ref No:	Approved

ACCESS FESS FOR REPRODUCTION		
1.	For every photocopy of an A4-size page or part thereof	R1.10
2.	For every photocopy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0.75
3.	For a copy in a computer-readable form on stiffy disc	R7.50
4.	For a copy in a computer-readable form on compact disc	R70.00
5.	For a transcription of visual images for an A4-size page or part thereof	R40.00
6.	For a copy of visual images	R60.00
7.	For a transcription of an audio record for an A4-size page or part thereof	R20.00
8.	For a copy of an audio record	R30.00
ACCESS FEE FOR TIME SPENT		
1.	The time reasonably spent required to search for the record for disclosure and preparation	R30.00/hr or part thereof
REQUEST FEE		
1.	For a request for access to a record by a person other than a personal requester	R50.00
DEPOSIT		
1.	One third of the access fee is payable as a deposit by the requester	
2.	Six hours as the hours to be exceeded before a deposit is payable	
POSTAL FEE		
1.	When a copy of a record must be posted to the requestor (the actual cost thereof)	
APPEAL FEES		
1.	For lodging an internal appeal by a requester against the refusal of his/her request for access to a record	R50.00
VAT		
1.	Private bodies registered under the Value Added Tax Act, 1991, may add VAT to all the above-mentioned fees	
	TOTAL	