

CLEAR STRATEGY COMPANY (PTY) LTD

CK1997/04139/07

A Guide To

ACCESSING OUR INFORMATION

**Our Manual in terms of Section 51 of the
Promotion of Access to Information Act**

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Annexure “A” Request for access to record of private body

Annexure “B” Fees in respect of private bodies

NOTE : FOR “A” AND “B” ABOVE, SEE THE SAHRC’S WEBSITE (www.sahrc.org.za) FOR THE NECESSARY FORMS AND FEE STRUCTURE

Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to this private body

The main object of the company, Clear Strategy Company (Pty) Ltd, is market research and marketing consulting in southern Africa.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

Section A – Our details

Full Name: Clear Strategy Company (Pty) Ltd

Registration Number: CK1997/04139/07

Registered Address: 9 Sturdee Avenue, Rosebank, Johannesburg, 2196

Postal Address: PO Box 1129, Rivonia, 2128

Telephone Number: (011) 606-3131

Fax Number: (011) 606-3113

Head/CEO: Martin Hendriksen

Designated Information Officer: Mark D Atkins

Email Address of Information Officer: mark@clear.co.za

Website: www.clear.co.za

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) **STATUTORY CLOSE CORPORATION INFORMATION**

- (i) The Founding Statement;
- (ii) Any Amending Founding Statement;
- (iii) Annual Financial Statements and the report of the accounting officer.
- (iv) Accounting records.

(b) **ACCOUNTING RECORDS**

- (i) Books of Account including journals and ledgers;
- (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

(c) **STATUTORY EMPLOYEE RECORDS**

- (i) Employee contracts with code of conduct, stating names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Salary register
- (vi) Attendance register;
- (vii) Leave policy and register

(d) **FIXED PROPERTY**

- (i) Lease

(e) **MOVABLE PROPERTY**

- (i) Asset register.

(f) **TAXATION**

- (i) Copies of all Income Tax Returns and other tax returns and documents.

(g) **INSURANCE**

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverage, limits and insurers.

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Lines, and Data Lines;
- (iv) Software Packages;
- (v) Agreements and Licenses

(o) SALES AND MARKETING

- (i) Products;
- (ii) Advertising Materials;
- (iii) Sales;

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Close Corporations Act No. 69 of 1984
- Financial Intelligence Centre Act
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Unemployment Insurance Act No. 63 of 2001.

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- Close Corporations Act No. 69 of 1984
- Income Tax Act No. 58 of 1962
- Value-added Tax Act No. 89 of 1991.