

Promotion of Access to Information manual
-for-

The House of Scorpio

prepared in accordance with the terms of Section 51 of the Promotion of Access to Information Act 2 of 2000

Section 51 (1)(a) – Contact Information

Name of Business	The House of Scorpio
Information Officer	Gregory De Villiers
Physical Address	4 Bristol Close Waterford Estates Fourways
Postal Address	PO Box 98051 Sloane Park 2152
Telephone	083 284 1764
Email	info@houseofscorpio.co.za
Website	http://www.houseofscorpio.co.za/

Section 51 (1)(b) – Section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by no later than August 2004.
Please direct enquiries to:

**The South African Human Rights Commission
PAIA Unit
Research and Documentation Department**

Postal Address	Private Bag X2700 Houghton 2041
Telephone	+27 11 484 8300
Fax	+27 11 484 7146
Email	PAIA@sahrc.org.za
Website	http://www.sahrc.org.za/

Section 51 (1)(d) – Records available in terms of other legislation

1. Basic Conditions of Employment No. 75 of 1997

2. Copyright Act No. 98 of 1978
3. Income Tax Act No. 95 of 1967

Section 51 (1)(c) and (1)(e) – Access to records held by The House of Scorpio

(i) Records which are available without a person having to request access – in terms of the Act Section 52 (2)

1. Price lists for services

(ii) Records which are available when to a person who requests access

1. Administration: Lease agreements; maintenance contracts; software licenses; insurance policies
2. Human Resources: employment contracts and records; remuneration records
3. Financial: Annual Financial Statements; Annual Budget
4. Operations: Minutes of meetings; Policies; Rules and procedures

(iii) Procedure for requesting records

1. The requester must use the prescribed form to make the request
2. The request must be addressed to the head of The House of Scorpio
3. The request must be made using the postal address or electronic mail address of The House of Scorpio
4. The requester must properly detail their request on the form so that the head of The House of Scorpio can properly identify the record and the requester
5. The requester must indicate the form of access that is required
6. The requester must also indicate if any other manner is to be used to inform the requester stating the particulars of such manner
7. The requester must identify the right that is to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right
8. Where a request is made on behalf of a third party, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of The House of Scorpio

Fees

A requester who seeks access to records containing personal information on that requester is not required to pay a fee. All other requests must pay the required request fees.

1. The head of The House of Scorpio will notify the requester of the requirement to pay the prescribed fee (if any) before further processing the request
2. The fee that must be paid to The House of Scorpio is ZAR50. The requester may lodge an application to the court against the payment of the required fee
3. After the head of The House of Scorpio has made a decision on the request, the requester must be notified in the required form
4. If the request is granted then a further access fee may be payable for the search, retrieval, reproduction and preparation of the record that has been requested as well as any time in excess of the prescribed hours to do so

Photocopies, printed pages

The fee for a copy of the manual is ZAR1.10 for every A4-size page or part thereof.

The fee for every photocopy of an A4-size page or part thereof is ZAR1.10. The fee for every printed copy of an A4-size page or part thereof for any record held on computer, electronically or in machine-readable format is R0.75

Electronically stored and machine readable formats	The fee for a copy of any electronic record shall be ZAR70 per compact disc required to provide that data.
Visual images and records	The fee for the transcription of visual images is ZAR40 per A4-size page or part thereof. The fee for the reproduction of any visual images is ZAR60.
Audio records	The fee for the transcription of audio records is ZAR60 per A4-size page or part thereof. The fee for the reproduction of any audio record is ZAR30.
Retrieval of record	The rate per hour or part thereof to search for and prepare the record which is request for disclosure is ZAR30.
Postage	Postage costs for the distribution of the requested record will only be payable when said record must be posted to the requester.

Section 51 (1)(f) – Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Section 51 (3) – Availability of the manual

This manual is available for inspection at The House of Scorpio free of charge. Copies are made available with the South African Human Rights Commission, in the Gazette and for download from The House of Scorpio website.