

**Selah Risk Advisory**  
**THE PROMOTION OF ACCESS TO INFORMATION, ACT OF 2000 : PAIA MANUAL**  
(version1.0)

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**1. Who we are**

Selah Risk Advisory is a Pan-African risk advisory firm with extensive market and sector knowledge. Our technical experience and a forward-thinking approach to risk management allow us to provide unrivalled solutions to our clients across Africa.

**2. Company Contact Details**

Person/s designated/duly authorised persons:

Director: Ms. Prashanta Naidoo  
Street Address: Third Floor, Fredman Towers, Fredman Drive, Sandown, Sandton, 2196.  
Telephone Number: Johannesburg – +27 (0)10 500 6509  
E-mail address: consult@selah-risk.com

**3. The Act – PAIA**

- 3.1 The Act grants a requester access to records of the private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights.
- 3.4 The contact details of the Commission are:  
Telephone Number: 011 877 3600  
Fax Number: 011 403 0625  
Website: www.sahrc.org.za

**4. Guide in terms of SECTION 10 OF THE ACT**

- 4.1 A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission.

**5. Records available without a request (SECTION 51(1)(C))**

- 5.1 No Notice has been given in terms of s 52(2) of records available without a request (s51(1)(c)).

**6. Records available in terms of other legislation (SECTION 51(1)(D))**

- 6.1 Records available in terms of other legislation are as follows:
- 6.2 Basic Conditions of Employment Act 75 of 1997
- 6.3 Companies Act of 2008
- 6.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 6.5 Competition Act 89 of 1998
- 6.6 Consumer Protection Act 68 of 2008
- 6.7 Electronic Communications and Transactions Act 25 of 2002
- 6.8 Employment Equity Act 55 of 1998
- 6.9 Financial Advisory and Intermediary Services Act no 37 of 2002
- 6.10 Income Tax Act 58 of 1962
- 6.11 Labour Relations Act 66 of 1995
- 6.12 Occupational Health and Safety Act 85 of 1993
- 6.13 Short Term Insurance Act 53 of 1998
- 6.14 Skills Development Act 97 of 1998
- 6.15 Unemployment Insurance Act 63 of 2001
- 6.16 Unemployment Insurance Contributions Act 4 of 2002
- 6.17 Value Added Tax Act 89 of 1991

**7. Subjects and categories of records held (SECTION 51(1)(E)) COMPANIES ACT RECORDS**

- 7.1 Documents of incorporation
- 7.2 Memorandum and Articles of Association
- 7.3 Minutes of Board of Directors meetings
- 7.4 Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
- 7.5 Share Register and other statutory registers

**8. Financial records**

- 8.1 Annual Financial Statements
- 8.2 Tax Returns
- 8.3 Accounting Records
- 8.4 Banking Records
- 8.5 Contracts

**9. Income tax records**

- 9.1 PAYE Records
- 9.2 Documents issued to employees for income tax purposes
- 9.3 Records of payments made to SARS on behalf of employees
- 9.4 All other statutory compliances

**10. Personnel documents and records**

- 10.1 Employment contracts
- 10.2 Disciplinary records
- 10.3 Salary records
- 10.4 Disciplinary code
- 10.5 Leave records

**11. Requesting procedure (SECTION 51(1)(E); SECTION 53(1)-(2))**

- 11.1 The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
- 11.2 The form must be submitted to the head of the private body at his / her address, fax number, or electronic mail address, as mentioned above.

11.3 The form must:

- provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester.
- Indicate which form of access is required,
- Specify a postal address or fax number of the requester in the Republic,
- Identify the right that the requester is seeking to exercise or protect,
- And provide an explanation of why the requested record is required for
- The exercise or protection of that right,
- If in addition to a written reply, the requester wishes to be informed of
- The decision on the request in any other manner, to state that manner
- And the necessary particulars to be informed in the other manner,
- If the request is made on behalf of another person, to submit proof
- The capacity in which the requester is making the request, to the reasonable
- satisfaction of the head of the private body.

**12. Access to records and availability**

12.1 The Director of Selah Risk Advisory:

- must, during office hours and upon request, make available for public inspection a copy of the manual;
- may not charge a fee for a public inspection referred to in paragraph (a); and
- may, in respect of a copy of the manual or part thereof made available in a
- manner other than that contemplated in paragraph(a), charge the fee prescribed in Item 1 of Part III of Annexure A and the actual postage if a copy must be posted.

**13. Prescribed fees**

- 13.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
  - 13.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
  - 13.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
  - 13.4 Records may be withheld until the fees have been paid.
  - 13.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>
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**14. Changes To This Manual**

We may unilaterally change this Manual from time to time. Please check our website periodically to inform yourself of any changes on [www.selah-risk.com](http://www.selah-risk.com).

