

**SECTION 51 MANUAL**  
**FOR**  
**NATAL CABLE & SOUND TECHNOLOGY CC**  
**REGISTRATION NO. 2000/002528/23**

**Date of compilation: 05/12/2011**

**Last date updated: 05/12/2011**

## SECTION 51 MANUAL

COMPANY NAME:

NATAL CABLE & SOUND TECHNOLOGY CC

Private  Public  State Owned  NPO  Foreign  CC

### HEAD OF THE COMPANY

NATURAL PERSON  CHIEF EXECUTIVE  PARTNER  PRESIDENT

OTHER(Specify): .....

### CONTACT DETAILS

<b>Information Officer</b>	MR. GARY NEWTON
<b>Postal Address</b>	P O BOX 1174 WANDSBECK 3631
<b>Street Address</b>	UNIT 3 PENNYLANE PARK 64 EBONYFIELD AVENUE SPRINGFIELD PARK DURBAN SOUTH AFRICA
<b>Telephone Number</b>	031 5793062
<b>Fax Number</b>	031 5793067
<b>E-Mail Address</b>	ncst@ncst.co.za

#### **DESCRIPTION OF THE GUIDE REFERRED TO IN SECTION 10**

- A Guide has already been compiled in terms of Section 10 of PAIA by the Human Rights Commission.
- The Guide is obtainable from [www.sahrc.org.za](http://www.sahrc.org.za). Retrieve and use it to request information.

#### **LATEST NOTICE IN TERMS OF SECTION 52(2)**

- Price list
- Access to Website: [www.ncst.co.za](http://www.ncst.co.za)

#### **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

- Basic Conditions of Employment No. 75 of 1997
- Close Corporation Act 1984
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act no. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

## **SUBJECTS AND CATEGORIES OF RECORDS HELD**

### 1. CLOSE CORORATION ACT 1984

- CK1 Founding Statement
- CK2 Amended Founding Statement
- Cipro Registration Certificate

### 2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
  - i. Bank Statements
  - ii. Paid Cheques
  - iii. Electronic Banking Records
- Asset Register
- Rental Agreements
- Invoices
- Inventory Records

iii.

INCOME TAX RECORDS

- PAYE Records
- Employee income tax documents
- Records of payments made to SARS for on behalf of employees
- VAT compliance records
- Skills Development Levies
- UIF
- Workmen's Compensation

iv.

PERSONNEL DOCUMENTS AND RECORDS

- Employment Contracts
- Salary Records
- Sick Leave Records
- Disciplinary Code
- Leave Records

#### **DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

1. The requester must complete Form C and submit this form together with a request fee (in terms of Government Notice Number 22125 dated 9 March 2001, to the head of Natal Cable & Sound Technology cc.
  
2. The completed form must be submitted to the head of the private body at one or more of the following addresses:
  - a. Postal Address: P O Box 1174, Wandsbeck, 3631
  - b. Physical Address: Unit 3 Pennylane Park, 64 Ebonyfield Avenue, Springfield Park, Durban, South Africa
  - c. Email: [ncst@ncst.co.za](mailto:ncst@ncst.co.za)
  - d. Fax: +27 31 5793067
  
3. The Form must:
  - a. Provide sufficient particulars to enable the head of Natal Cable & Sound Technology cc to identify the record/s requested and to identify the requester.
  - b. Indicate which form of access is required.
  - c. Specify a postal address or fax number of the requester in the Republic.
  - d. 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.
  - e. 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.
  - f. If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of Natal Cable & Sound Technology cc.

# FORM C

## REQUEST FOR ACCESS TO RECORD OF NATAL CABLE & SOUND TECHNOLOGY CC

(Section 53(1) of the Promotion of Access to Information Act, 2000)(Act No. 2 of 2000) [Regulation 10]

### A. Particulars of Natal Cable & Sound Technology cc

The Head: Mr. Gary Newton

Managing Member

### B. Particulars of person requesting access to the record

Full names and surname			
Identity number			
Postal address			
Fax number			
Telephone number			
E-mail address			
Is request made on behalf of another person	Yes	No	
If No, capacity in which request is made:			

**C. Particulars on whose behalf request is made (Only if a request is made on behalf of another person)**

Full names and surname	
Identity number	

**D. Particulars of record**

Description of record or relevant part of the record	
Reference number, if available	
Any further particulars of record	

**E. Fees (exclude VAT)**

a. The fee for reproduction referred to in section 52(3) of the Act is as follows:

For every photocopy of an A4 size or part thereof	R 1.10
Every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
For a copy in a computer-readable form on: Stiffy disc Compact disc	R 7.50 R70.00
For a transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
For a transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00



- b. The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is R50.00
- c. The access fee payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, is as follows:

For every photocopy of an A4 size or part thereof	R 1.10
Every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
For a copy in a computer-readable form on: Stiffy disc Compact disc	R 7.50 R70.00
For a transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
For a transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00

- d. The actual postal fee is payable when a record must be posted to a requester.
- e. A deposit, which is one-third of the access fee, is payable on the lapse of 6 hours of accessing information.
- f. All monies due should be paid into Natal Cable & Sound Technology cc's banking account.

First National Bank

Account Name: Natal Cable & Sound Technology cc

Account Number: 50820077143

Branch Code: 220626

Branch Name: Jacobs

Are you exempted from payment of fees	<b>Yes</b>		<b>No</b>
If Yes, provide reason for the exemption:			

**F. Form of access to record**

Mark the appropriate box with an **X**:

1. If the record is in written or printed form:					
<input type="checkbox"/>	Copy of record	<input type="checkbox"/>	Inspection record		
2. If record consists of visual images					
<input type="checkbox"/>	View images	<input type="checkbox"/>	Copy of the images		
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	Listen to the soundtrack audio cassette	<input type="checkbox"/>	Transcription of soundtrack written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	Printed copy of record	<input type="checkbox"/>	Printed copy of information derived from the record		
<input type="checkbox"/>		<input type="checkbox"/>	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			<table border="1"> <tr> <td><b>YES</b></td> <td><b>NO</b></td> </tr> </table>	<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>				

G. Particulars of right to be exercised or protected

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 abovementioned right:

H. Notice of decision regarding request for access

How would you prefer to be informed of the decision regarding your request for access to the record?
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**NB: IF PROVIDED SPACES ARE INADEQUATE, PLEASE CONTINUE ON A SEPARATE FOLIO AND ATTACH IT TO THIS FORM. THE REQUESTER MUST SIGN ALL THE ADDITIONAL FOLIOS.**

Signed at ..... this ..... Day of ..... 20.....

**SIGNATURE OF REQUESTER /**

**PERSON ON WHOSE BEHALF REQUEST IS MADE**