

KOL Accountants CC Registration No. 1998/071675/23 (the private body)  
Manual prepared in accordance with section 51 of the Promotion of Access to Information Act No. 2 of 2000 (the ACT)  
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### 1. INTRODUCTION TO THE PRIVATE BODY AND THE TYPE OF BUSINESS

Our main business is estate administration, accounting, secretarial and tax consulting. The sole member S.G. de Wit is a Chartered Accountant (SA) since 1988.

### 2. ENTITY CONTACT DETAILS (Section 51 (1) (a))

Head of the body: Stephanus Gabriël (Fanie) de Wit  
Postal address: P.O. Box 4445, Durbanville, 7551  
Physical address: 33 Lindenberg Avenue, Durbanville, 7550  
Telephone number: 021 975 9019  
Email address: [sgdewit@kolaccountants.com](mailto:sgdewit@kolaccountants.com)  
Website: <http://www.kolaccountants.com/>

### 3. THE ACT AND SECTION 10 GUIDE (Section 51 (1) (b))

The ACT grants a requester access to records of a 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.

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 Regulations to the ACT.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041  
Telephone Number: +27-11-877 3600  
Fax Number: +27-11-403 0625  
Website: <http://www.sahrc.org.za>

### 4. APPLICABLE LEGISLATION (Section 51 (1) (c))

Records available in terms of legislation (Please note that this is not an exhaustive list):

Basic Conditions of Employment No. 75 of 1997  
Close Corporations Act No. 69 of 1984  
Companies Act No. 71 of 2008

Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993  
Constitution of South Africa Act, No. 108 of 1996  
Consumer Protection Act No. 68 of 2008  
Electronic Communications and Transactions Act No. 25 of 2002  
Income Tax Act No. 58 of 1962  
Labour Relations Act No. 66 of 1995  
Occupational Health & Safety Act No. 85 of 1993  
Promotion of Access to Information Act No. 2 of 2000  
Promotion of Equality and Prevention of Unfair Discrimination Act, No. 4 of 2000  
Protected Disclosures Act, No. 26 of 2000  
Regulation of Interception of Communications and Provisions of Communication Related Information Act, No. 70 of 2002  
Unemployment Insurance Act No. 63 of 2001  
Value Added Tax Act No. 89 of 1991

#### 5. SCHEDULE OF RECORDS (Section 51 (1) (d))

The information listed below is not readily available and may be requested in accordance with the procedures prescribed in terms of the ACT.

The private body will consider all such requests received and decide whether or not access to the record will be granted based on inter alia the confidentiality surrounding the said record.

Records relating to the private body :

Records relating to commercial, financial, and professional interests of the private body, including but not limited to its client database, fee structures, commercial contracts with third parties and its business plans, systems, procedures and statutory records.

Personal records:

Records of personal information of present, past and prospective employees and members of the private body.

Client records:

Records of clients of the private body containing personal information, commercial and financial information pertaining to contemplated, existing and past transactions, information on agreements, proposals and intellectual and other property of clients.

Other records:

Records held by the private body pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by other parties and records that third parties have provided which relate to contractors and suppliers.

Our website at <http://www.kolaccountants.com/> is available to anyone who has access to the internet. The website contains information in various categories relating to the entity.

#### 6. INFORMATION AUTOMATICALLY AVAILABLE (Section 52 (2))

No records are automatically available as provided for in Section 52 (2) of the ACT.

#### 7. FORM OF REQUEST (Section 51 (1) (e))

The requester must complete Form C and submit this form together with a request fee if applicable, to the head of the private body. Form C is enclosed with this manual and also available on the

website of the South African Human Rights Commission at <http://www.sahrc.org.za>.

The form must be submitted to the head of the private body at his address, fax number, or electronic mail address.

Details required on form:

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 South Africa or electronic mail address.

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, state that manner and the necessary particulars to be informed in the other manner.

If the request is made on behalf of another person, submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the head of the private body.

#### 8. COSTS OF REQUEST (Section 51 (1) (f))

The head of the private body to whom the request is made will notify you in writing to pay the prescribed request fee, if any, before processing the request. If you require access to records of your personal information, you do not have to pay a request fee.

The following applies to requests (other than personal requests):

A requester is required to pay the prescribed fees (R50.00) before a request will be processed. VAT will be added to the fees if the private body is a VAT vendor.

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).

A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.

Records may be withheld until the fees have been paid.

The fee structure is enclosed with this manual and also available on the website of the South African Human Rights Commission at <http://www.sahrc.org.za>.