

# MAGNA FS



SECTION 51 MANUAL  
IN TERMS OF THE  
PROMOTION OF ACCESS TO  
INFORMATION ACT 2000,  
FOR  
Magna FS (Pty) Ltd



This manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act (Act No 2 of 2000).

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## 1. INTRODUCTION TO MAGNA FS (PTY) LTD

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**Magna FS** (Pty) Ltd is a management consultancy with key competencies in:

- Business process engineering
- Systems analysis, design, and development
- Project and contract management
- Road traffic management systems
- Weighbridge operations
- Scanning solutions
- Training, instructional design, and skills development
- Operations and extensive experience in the traffic and transport markets

**Magna FS** (Pty) Ltd is a private company as defined by the Act.

The aim of this manual is to assist requesters with the procedure to be followed when requesting access to information/documents from **Magna FS** (Pty) Ltd as contemplated in terms of the Act.

The manual may be amended from time to time, and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requester is advised to contact Mr Fischer should he/she require any assistance with using this manual and/or requesting information or documents from **Magna FS** (Pty) Ltd.

## 2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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### ***2.1 Contact details [Section 51(1)(a)]***

<b>Name of company:</b>	<b>Magna FS</b> (Pty) Ltd
<b>Managing Director and Information Officer:</b>	Mr Gerrit Fischer
<b>Postal address:</b>	PO Box 35423, Menlo Park, 0102
<b>Street address:</b>	471 Monica Road, Lynnwood, Pretoria
<b>Telephone number:</b>	+27 12 348 3488
<b>Fax number:</b>	+27 12 348 4506
<b>Website:</b>	<a href="http://www.magnafs.com">www.magnafs.com</a>
<b>Email:</b>	<a href="mailto:info@magnafs.com">info@magnafs.com</a>

### 3. SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 51(1)(B)]

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The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

**Name of company:** The South African Human Rights Commission, PAIA Unit  
Research and Documentation Department

**Postal address:** Private Bag 2700, Houghton, 2041

**Telephone number:** +27 11 484 8300

**Fax number:** +27 11 484 0582

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**Email:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### 4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [SECTION 51(1)(D)]

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**Magna FS** (Pty) Ltd keeps information/documents in accordance with the following legislation:

- Basic Conditions of Employment Act (Act No 75 of 1997)
- Compensation for Occupational Injuries and Health Diseases Act (Act No 130 of 1993)
- Copyright Act (Act No 98 of 1978)
- Employment Equity Act (Act No 55 of 1998)
- Income Tax Act (Act No 95 of 1967)
- Labour Relations Act (Act No 66 of 1995)
- Occupational Health and Safety Act (Act No 85 of 1993)
- Skills Development Levies Act (Act No 9 of 1999)
- Skills Development Act (Act No 97 of 1998)
- Unemployment Insurance Act (Act No 63 of 2002)
- Value Added Tax Act (Act No 89 of 1991)

## 5. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION [SECTIONS 51(1)(C) AND 51(1)(E)]

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### **5.1 The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]**

The company's website and the information therein is available to anybody who accesses the Internet. The website address is [www.magnafs.com](http://www.magnafs.com).

The company profile can be obtained from the Manager: Human Resources by sending a request via email to [info@magnafs.com](mailto:info@magnafs.com) or fax to +27 12 348 4506.

### **5.2 Records that may be requested: a description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]**

#### *Administration*

- Registration documents of the company

#### *Human resources*

- Staff recruitment policies
- Pro forma employment contracts
- Employment equity reports
- Minutes of employment equity forum meetings
- Workplace skills plan and annual training reports

#### *Business products and services*

- Company profile

### **5.3 The request procedure**

#### *Form of request*

The requester must use the prescribed form to request access to a record. This request must be made to the information officer of **Magna FS** (Pty) Ltd. This request must be made to the address, fax number or electronic mail address of **Magna FS** (Pty) Ltd [Section 53(1)].

The requester must provide sufficient detail on the request form to enable the head of **Magna FS** (Pty) Ltd to identify the record and the requester. The requester should also indicate which form of access is required, and further indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [Section 53(2)(a), (b), and (c)].

The requester must identify the right that is sought to be exercised or protected, and provide an explanation of why the requested record is required for the exercise or protection of that right [Section 53(2)(d)].

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of **Magna FS (Pty) Ltd** [Section 53(2)(f)].

### *Fees*

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

The head of **Magna FS (Pty) Ltd** must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any), before further processing the request [Section 54(1)].

The request fee that the requester must pay to **Magna FS (Pty) Ltd** is R50.00. The requester may lodge an application to the court against the tender or payment of the request fee [Section 54(3)(b)].

After the head of **Magna FS (Pty) Ltd** has made a decision on the request, the requester must be notified in the prescribed manner.

If the request is granted, then a further access fee must be paid for the search, reproduction, and preparation of the record, and for any time that has exceeded the prescribed hours to search for and prepare the record for disclosure [Section 54(6)].

## 6. OTHER INFORMATION AS MAY BE PRESCRIBED [SECTION 51(1)(F)]

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

## 7. AVAILABILITY OF THE MANUAL [SECTION 51(3)]

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This manual is available for inspection at the offices of **Magna FS (Pty) Ltd** free of charge, and copies are available from the SAHRC.

Copies of the manual may be obtained, subject to the prescribed fees, at the offices of **Magna FS (Pty) Ltd**.

The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and **Magna FS (Pty) Ltd** ([www.magnafs.com](http://www.magnafs.com)).