



Registration Number of Company:

2012/136171/07

NAME OF COMPANY: DP2 CONSTRUCTION (PTY) LIMITED

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

DP2 CONSTRUCTION (Pty) Limited conducts business as a Civil Engineering firm. OUR CIDB grading is 7CE (CRS 10208194) and are registered with the BCCEI (BC7290794017).

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

Persons designated/duly authorised persons:

Directors: Mr. JH du Preez (Managing)

Ms. AVN Abrahams

Mr. AH du Preez

Postal Address: P.O. Box 3397, Somerset West 7129

Street Address: 16 Colman Way, Firgrove Industrial Estate, Macassar 7134

Telephone Number: 021 035-0405

Email: info@dp2.co.za

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

3.1 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.

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 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: www.sahrc.org.za

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

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 2 of 2000	Promotion of Access of Information Act
8	No 30 of 1996	Unemployment Insurance Act

5. **Schedule of Records**

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Company Profile	• Company Information • Completed Projects • B-BBEE Certification • Certifications • FEM Letter of Good Standing	Freely available on web site www.dp2construction.co.za
Financial	• Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
IT and Security	• CCTV Footage • Security Alarm Logs • Email Account Logs • Network Activity • Data Access Logs • Anti-Virus/Malware records • Call Logs	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available
Human Resources	• Employee Contracts • UI-19 Forms • Termination Letters • Pay Slips • Warnings • Leave Records • Time Sheets – Clock Cards	Personal Information – Complete Form 1A on Website - Request for Personal Information

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6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2** Address your request to the Head of the Company (MD).
- 6.3** Provide sufficient details to enable DP2 CONSTRUCTION to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal or email address of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES (Section 51 (1) (f))

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

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** 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);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 7.6** The applicable fee structure is as follows:
 - Copy per A4 page - R1.10
 - Printing per A4 page – R0.75
 - Transcription of visual images per A4 page – R40
 - Copy of visual image – R60
 - Transcription of an audio recording – R20
 - Copy of an audio recording – R30
 - Search and preparation of the record for disclosure – R30 per hour or part thereof
 - Actual postage fee varies

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