

# **Section 51 Manual**

(Manual in terms of Section 51

of the

Promotion of Access to Information Act)

**for**

***African Musical Instruments cc.***

## **Introduction to *African Musical Instruments cc.***

African Musical Instruments cc. is a producer of African instruments, including Kalimbas, Marimbas, Xylophones used in education, Drums, Small Percussion and other traditional instruments. We supply local educational institutions, churches and cultural groups, as well as distributors. We also export our products.

## **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

### **1.) AMI Contact Details [Section 51(1)(a)]**

REGISTERED NAME: African Musical Instruments cc.

REGISTRATION NUMBER: 2003/105084/23

REGISTERED ADDRESS: 2 Cloncore Street, Grahamstown, 6139

TRADING NAME: African Musical Instruments cc.

POSTAL ADDRESS: P.O.Box 95, Grahamstown, 6140

TELEPHONE NUMBER: (046) 622 6252

FAX NUMBER: (046) 622 3501

E-MAIL ADDRESS: ami@kalimba.co.za

DIRECTOR: Christian Carver

DIRECTORS E-MAIL ADDRESS: christian@kalimba.co.za

**2.) The Section 10 Guide on how to use the Act[Section 51(1)(b)]**

A Guide has been compiled in terms of Section 10 of the Promotion of Access to Information Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right contemplated by the Act. The guide is available from the South African Human Rights Commission. Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal Address: Private Bag 2700

Houghton

2041

Telephone: +27 (0)11 484 8300

Fax: +27 (0)11 484 7146

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

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3.) The Latest Notice in Terms of Section 52(2) (if any)**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA. Until

such information has been clarified, AMI requests that anybody seeking information should use the proper procedures.

4.) **Records Available in terms of any other Legislation** [Section 51(1)(d)]

Records available in terms of other legislation are as follows:

**Statutory Information and Records**

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Close Corporations Act of 1984
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999
- Any other statutory information and records

**Other Information and Records**

- Insurance Records
- Valuation and appraisalment of properties
- Legal Agreements

**Company Information and Records**

- Annual Financial Statements
- Employee Records
- Employee Contracts
- Salary and Remuneration records
- Asset Register
- Rental Agreements
- Bond Information
- Medical Aid Records
- Supplier Invoices
- Customer Invoices
- Bank Statements
- Banking records
- Tax Returns

**Sales and Marketing Information**

- Brochures, newsletters and posters
- Customer Information
- Sales Information

**5.) Detail on how to make a Request for Access [Section 51(e)]**

- The requester must use the prescribed form (Form C) to make the request for access to a record. This must be made to the head of African Musical Instruments cc. This request must be made to the address, fax number or electronic mail address of African Musical Instruments cc. [Section 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of African Musical Instruments cc. to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also 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) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be 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 African Musical Instruments cc. [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 African Musical Instruments cc. 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 fee that the requester must pay to African Musical Instruments cc. is R50. 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 African Musical Instruments cc. has made a decision on the request, the requester must be notified in the required form. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [Section 54(6)].

**6.) Other information as may be prescribed [Section 51(1)(f)]**

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

**7.) Availability of this Manual** [Section 51(3)]

This Manual is available for inspection free of charge at the offices of African Musical Instruments cc. Copies may be obtained for whatever fee is deemed appropriate from African Musical Instruments cc. or from the offices of The South African Human Rights Commission. A copy of this manual may also be viewed on the company website of African Musical Instruments cc. at [www.kalimba.co.za](http://www.kalimba.co.za).