



Inspiring new ways

ACCESS TO INFORMATION MANUAL

FEBRUARY 2018

WLA

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1. INTRODUCTION

- 1.1 The Brand South Africa Trust (“Brand South Africa”) was established in August 2002 to help create a positive and compelling brand image for South Africa.
- 1.2 At that time, the world was unsure about what to think of South Africa, with many different messages being sent out by various sources. This did very little to build the country’s brand and it was evident that to attract tourism and investment there was a need to co-ordinate marketing initiatives to make them more effective.
- 1.3 This led to the creation of Brand South Africa, whose main objective is the marketing of South Africa through the Brand South Africa campaign.

2. CONTACT

- 2.1 The Information Officer for Brand South Africa is the Director: Governance, Legal & Board Secretariat.
- 2.2 All requests for information must be sent to:

The Information Officer

Postal Address: PO Box 87168, Houghton, Gauteng, South Africa 2041

Street Address: 103 Central Street, Houghton, Johannesburg

Telephone Number: +27 (0) 11 483-0122

Fax Number: +27 (0) 11 483-0124

Email: sifison@brandsouthafrica.com

- 2.3 Additional information is available on www.brandsouthafrica.com

3. THE ACT

- 3.1 The Act grants a requester access to records of Brand South Africa, 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 (“the SAHRC”), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

3.4 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

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1.	No. 75 of 1997	Basic Conditions of Employment Act
2.	No. 53 of 2003	Broad Based Black Economic Empowerment Act
3.	No. 130 of 1993	Compensation for Occupational Injuries and Diseases Act
4.	No. 71 of 2008	Companies Act
5.	No. 104 of 1996	Constitution of the Republic of South Africa Act
6.	No. 98 of 1978	Copyright Act
7.	No. 55 of 1998	Employment Equity Act
8.	No. 38 of 2001	Financial Intelligence Centre Act
9.	No. 95 of 1967	Income Tax Act
10.	No. 9 of 2009	Money Bills Amendment Procedure and Related Matters Act
10.	No. 66 of 1995	Labour Relations Act
11.	No. 85 of 1993	Occupational Health and Safety Act
12.	No. 5 of 2000	Preferential Procurement Policy Frameworks Act
13.	No. 12 of 2004	Prevention and Combating of Corrupt Activities Act
14.	No. 2 of 2000	Promotion of Access to Information Act
15.	No. 3 of 2000	Promotion of Administrative Justice Act
16.	No. 26 of 2000	Protected Disclosures Act
17.	No. 4 of 2013	Protection of Personal Information Act
18.	No. 29 of 1999	Public Finance Management Act
19.	No. 57 of 1988	Trust Property Control Act
21.	No. 30 of 1996	Unemployment Insurance Act
22.	No. 89 of 1991	Value Added Tax Act

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Research and Reports • CI Toolkit • Corporate identity • Campaigns (past and present) • Business Information • Videos • SA now - newsletter • Projects and events • Open and closed tenders • Stakeholders • Annual Report • Business Plan 	Freely available on web site

Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Brand South Africa & Employees) • Asset Register • Management Accounts 	Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none"> • Market Information • Marketing Strategies • Supplier Database • Contracts 	Limited Information available on web site. (see above) Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SAHRC at www.sahrc.org.za
- 6.2 Address your request to the Director: Governance, Legal & Board Secretariat.
- 6.3 Provide sufficient details to enable Brand South Africa 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) The postal address or fax number of the requester in the Republic;
 - (e) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof; and
 - (f) 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

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.

FORM A

REQUEST FOR ACCESS TO RECORD OF BRAND SOUTH AFRICA (Section 18(1) of the Promotion of Access to Information Act, 2000)

FOR DEPARTMENTAL USE

Reference Number: _____

Request received by: _____

Designation: _____

Date: _____

Request Fee (if any): _____

Deposit (if any): _____

Access Fee: _____

Signature of Information Officer: _____

A. Particulars of public body
The Information Officer/Deputy Information Officer

B: Particular of the person making the request

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.



Full names and surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made (*This section must be completed only if the request is being made on behalf of another person*)

Full names and surname: _____

Identity Number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

Reference Number (if applicable): _____

Any further particulars of record:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: _____

Form in which record is requested: _____

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is request




1. If the record is in printed form:			
Copy of record*	Inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
view the images	copy of images*	transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound:			
Listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:			
Printed copy of record*		Printed copy of information derived record	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

	Yes	No
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Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available

In which language would you prefer the record?

 SSN 100

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

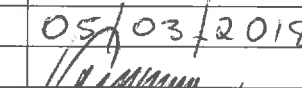
How would you prefer to be informed of the decision regarding your request for access to the record?

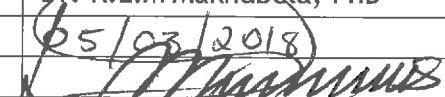
SIGNED AT _____ THIS DAY _____ OF _____ YEAR _____

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

LM SSN *100*

8. SIGN-OFF SHEET

DIRECTOR: GOVERNANCE, LEGAL & BOARD SECRETARIAT:	Adv. S.S. Nyoni
DATE:	05/03/2018
SIGNATURE:	

CHIEF EXECUTIVE OFFICER:	Dr. K.L.M Makhubela, PhD
DATE:	05/03/2018
SIGNATURE:	

CHAIRPERSON BOARD OF TRUSTEES:	Ms. K.T. Kweyama
DATE:	9/3/18
SIGNATURE:	