



centrafin

RAPID | RELIABLE | RESPONSIVE

Access to Information Manual

Compiled in terms of section 51 of the Promotion to Access to Information Act, 2 of 2000 ('the ACT')





Table of contents

| | |
|--|---|
| 1. INTRODUCTION | 3 |
| 2. OBJECTIVES | 3 |
| 3. SCOPE | 3 |
| 4. OVERVIEW OF THE COMPANY | 3 |
| 5. CONTACT PARTICULARS | 3 |
| 6. GUIDE IN TERMS OF SECTION 10 OF THE ACT | 4 |
| 7. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION | 4 |
| 8. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION | 4 |
| 9. INFORMATION AUTOMATICALLY AVAILABLE | 5 |
| 10. INFORMATION AVAILABLE IN TERMS OF THE ACT | 5 |
| 11. REQUESTING PROCEDURES | 5 |
| 12. AVAILABILITY OF THE MANUAL | 5 |



Section 51 Manual of Centrafin Pty Ltd

(Registration number: 2000/011521/07)

1. INTRODUCTION

The Promotion of Access to Information Act 2 of 2000 (the Act) requires Centrafin Pty Ltd (Centrafin) to maintain a manual which contains information on how to use the Act to access its records.

2. OBJECTIVES

This manual is intended to provide guidelines to members of the public who wish to exercise their constitutional right to access to information.

This right to information must be measured against the need to ensure confidentiality of information relating to:

- Protecting the rights of our valued clients, staff and suppliers.
- Protecting our commercial information from competitors

This manual highlights Centrafin's commitment to a culture of transparency and accountability. To actively be a part of a society in which the people of South Africa have effective access to information which will enable them to more fully exercise and protect their rights.

3. SCOPE

This manual has been prepared in accordance with the requirements of section 51 of the Act and applies to all Centrafin directors, employees, contractors and temporary staff.

4. OVERVIEW OF THE COMPANY

Centrafin is principally engaged in the financing of ICT equipment.

5. CONTACT PARTICULARS

| | | | |
|--------------------------|---|-----------------------------|---|
| Head of business: | Jennifer Gill | Information officer: | Nicole Bergstedt |
| Postal address: | Suite 63 Private Bag x65 Halfway House Midrand 1685 | Physical address: | 2 nd Floor Allandale Offices 23 Magwa Crescent Waterfall City Midrand 2090 |
| Telephone number: | 011 654 6460 | E-mail address: | info@centrafin.co.za |



6. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, contact number (011) 887-3600, email info@sahrc.org.za or www.sahrc.org.za.

7. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

The Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from Centrafin.

8. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of certain provisions of the following legislation:

- 5.1 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- 5.2 BBBEE ACT 53 OF 2003
- 5.3 COMPANIES ACT 71 OF 2008
- 5.4 COMPENSATION FOR OCCUPATIONAL INJURIES & DISEASES ACT 130 OF 1993
- 5.5 EMPLOYMENT EQUITY ACT 55 OF 1998
- 5.6 INCOME TAX ACT 58 OF 1962
- 5.7 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 5.8 PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
- 5.9 SOUTH AFRICAN REVENUE SERVICES ACT 34 OF 1997
- 5.10 SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999
- 5.11 SKILLS DEVELOPMENT ACT 97 OF 1998
- 5.12 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 5.13 VALUE ADDED TAX ACT 89 OF 1991
- 5.14 NATIONAL CREDIT ACT 34 OF 2005
- 5.15 PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013



This list includes all legislation applicable at the time and to the best of our knowledge. Should we become aware of any relevant legislation not including in this list, we will promptly update this list.

9. RELATIONSHIP BETWEEN POPI AND PAIA

The POPI Act is the Protection of Personal Information Act and PAIA is the Public Access to Information Act. Referred to as the “information” acts, these laws have a unique relationship and are each on one end of a continuum. On one end, PAIA is an “Access” law relating to the freedom of information. POPI on the other end, is a “privacy” law relating to protecting personal information and preventing exposure thereof.

Centrafin balances the right of access to information with the right of protection of information. If there is a conflict interest, POPI must prevail.

10. INFORMATION AUTOMATICALLY AVAILABLE

The following categories of records are automatically available for inspection, purchase or photocopying, if applicable:

- 6.1 Pamphlets / Brochures
- 6.2 Posters
- 6.3 Marketing and promotional material

11. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act, if applicable:

- 7.1 Financial Records
- 7.2 Personnel Records
- 7.3 Statutory Records

12. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the Centrafin office, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the physical, postal or e-mail address provided in this manual, and marked for the attention of the Information Officer.

13. AVAILABILITY OF THE MANUAL



Access to information manual

Copies of this manual are available for inspection, free of charge, at the offices of Centrafin, and from the South African Human Rights Commission and at www.centrafin.co.za.