



## **PROMOTION OF ACCESS TO INFORMATION ACT**

### **SECTION 51 MANUAL FOR G2 SECURITY (PTY) LTD**

#### **SECTION 51(a) – INFORMATION REQUIRED**

Physical Address: Unit 30 APD Industrial Park, Elsecar Street, Kya Sand, 2169

Telephone number: 087 152 0680

Email address: info@g2fire.co.za ; nichola@g2fire.co.za

#### **SECTION 51-1(b) – DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10**

A guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

The Guide is available for inspection, inter alia, at the offices of G2 Security at Unit 30 APD Industrial Park, Elsecar Street, Kya Sand and on its website at [www.g2fire.co.za](http://www.g2fire.co.za).

#### **SECTION 52-2 – LATEST NOTICE**

At this stage no notices have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

#### **SECTION 51-1(d) – RECORDS AVAILABLE**

Records available in terms of other legislation are as follows:

- 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 Disease Act 130 of 1993
- Companies Act 61 of 1973
- 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
- Constitution of the Republic of South Africa Act No108 of 1996
- Credit agreement Act 75 of 1980
- Debt collectors Act 114 of 1998
- Financial Intelligence Centre Act 38 of 2001
- National Credit Act 34 of 2005
- Insolvency Act 24 of 1936
- Long Term Insurance Act 52 of 1998
- Short Term Insurance Act 53 of 1998
- Electronic Communication and Transactions Act 25 of 2002
- Occupational Health and Safety Act 85 of 1993
- Customs and Excise Act 91 of 1964

- Insider Trading Act 135 of 1998
- Prevention of Organised Crime Act 121 of 1998
- Financial Markets Act 19 of 2012
- National Payments Systems Act 78 of 1998

## **SECTION 51-1(e) – RECORDS HELD BY G2 SECURITY PTY LTD**

### **1. COMPANIES ACT RECORDS**

- Document of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/auditors
- Share register and other statutory registers

### **2. FINANCIAL RECORDS**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Electronic banking records
- Asset Register
- Rental agreements
- Invoices

### **3. INCOME TAX RECORDS**

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payment made to SARS on behalf of employees
- All other statutory compliance:
  - VAT
  - Skills Development Levies
  - UIF
  - Workers Compensation

### **4. PERSONNEL DOCUMENTS AND RECORDS**

- Employment contracts
- Disciplinary records
- Salary records
- Leave records
- Training records
- Training manuals

### **5. IMMOVABLE AND MOVABLE PROPERTY**

- Asset register

### **6. CLIENT AGREEMENTS**

- Agreement for the supply of product and/or trading credit
- Security agreements, deeds, guarantees, cession and bonds for credit
- Details of clients and correspondence
- Invoices, receipts, credit and debit notes

- Credit facilities and letters of credit
- Agreements with clients of the Company

## 7. CORRESPONDENCE

- Email product and industry information to registered client email addresses
- Correspondence with clients of the company
- SMS contact regarding order details

## SECTION 51(e) - DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS

- The requester must complete Form C and submit this form together with the required fee, to Nichola Allan.
- The form must be submitted in writing either at Unit 30 APD Industrial Park or via email to nichola@g2fire.co.za.

The form must:

- Provide sufficient particulars to enable the head of the private body to identify the records requested and to identify the requester
- Indicate which form of access is required
- Specify a postal or email address of the requester in the Republic
- Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right
- If in addition to a written reply, the requester wished to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner
- If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

## FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

### A. Particulars of private body

The Head: Nichola Allan nichola@g2fire.co.za

### B. Particulars of person requesting access to the record

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

Full names and surname:  
Identity number:  
Postal address:  
Fax number:  
Telephone number: E-mail 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 a request for information is 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:
- 2 Reference number, if available:
- 3 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 hereunder, state your disability and indicate in which form the record is required.

Disability: Form in which record is required

Form in which record is required:

Mark the appropriate box with an X.

### **NOTES:**

- (a) Compliance with your request 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 for the record, if any, will be determined partly by the form in which access is requested.

**1. If the record is in written or 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 the images                      transcription of the images\*

**3. If record consists of recorded words or information which can be reproduced in sound:**

listen to the                                      transcription of soundtrack\*  
soundtrack audio                              written or printed document  
cassette

**4. If record is held on computer or in an electronic or machine-readable form:**

printed copy of                              printed copy of                              copy or transcription to  
record\*                                      information derived                              be posted to you?  
from the record"

'If you requested a copy or transcription of a record (above), do      YES      NO  
you wish the copy or transcription to be posted to you?

Postage is payable.

**G. Particulars of right to be exercised or protected**

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. Indicate which right is to be exercised or protected:
- 2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

**H. 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 .....20

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE