

# Section 51 Manual for Private Bodies PAIA Act

## THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

### INTRODUCTION TO SMART LIFESTYLE CC

Smart Lifestyle teams of audio visual experts provide easy to use home automation solutions to integrate your lighting, climate control, security, home network and entertainment systems.

Our aim is to provide expert advice to our clients and match the right product to their living environment. We custom design your Home Theatre or Home Automation System and will work together with your architect or interior designer thereby ensuring our clients are able to maximise their lifestyle and home theatre experience.

Smart Lifestyle is proud to announce that it has advanced to Electronic Systems Professional membership status with the Custom Electronic Design & Installation Association (CEDIA).

### ***Particulars in terms of Section 51(1)(a)***

1. CONTACT DETAILS [Section 51(1)(a)] The members have duly authorised the Compliance Officer to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

**Company registered name:** SMART LIFESTYLE CC

**Members:** David Eddy and Lorraine Eddy

**Contact Person -** The Compliance Officer – David Eddy

**Company registration number:** 2006/104806/23

**PAYE number:** 7100761701

**SDL number:** L100761701

**UIF number:** U100761701

**VAT number:** 4570231367

**TAX number:** 9890/740/14/6

**Physical Address –** UNIT 11, Buena Vista Office Park, cnr Durban & Kendal Road, Durbanville.

Cape Town

**Postal Address -** PO BOX 51206, WATERFRONT, 8002

**Telephone** - 0861762784

**Fax** - 0865284361

**Website** - [www.smartlifestyle.co.za](http://www.smartlifestyle.co.za)

**E-mail** – [dave@smartlifestyle.co.za](mailto:dave@smartlifestyle.co.za)

## 2. THE GUIDE AS DESCRIBED IN SECTION 10. **Section 51(1)(b)**

The section 10 Guide on how to use the Act. The Guide is available from the South African Human Rights Commission. Please direct queries to:

The South African Human Rights Commission:  
PAIA Unit  
The Research and Documentation Department

Postal Address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

3. CATEGORIES OF RECORDS OF Smart Lifestyle cc WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]  
No notice of such records has been made to the Minister.

## 4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. **Section 51(1)(d)**

Information is available in terms of the following legislation, if and where applicable:

Basic Conditions of Employment Act No. 75 of 1997.  
Closed Corporation Act No. 69 of 1984.  
Companies Act No. 61 of 1973.  
Compensation of Occupational Injuries and Diseases Act No. 130 of 1993.  
Customs and Excise Act No. 91 of 1964.  
Electronic Communications and Transactions Act No. 25 of 2002.  
Employment Equity Act No. 55 of 1998.  
Income Tax Act No. 58 of 1962.  
Insolvency Act No. 24 of 1936.  
Labour Relations Act No. 66 of 1995.  
Occupational Health and Safety Act No. 85 of 1993.  
Patents Act No. 57 of 1978.  
Promotion of Access to Information Act No. 2 of 2000.  
Skills development Levies Act No. 9 of 1999.  
Trademarks Act No. 194 of 1993.  
Unemployment Insurance Act No. 30 of 1966.  
Value - Added Tax Act No. 89 of 1991.  
Sections 51(1)(c) and 51(1)(e).  
Access to the records held [Sections 51(1)(c) and 51(1)(e)].

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY Smart Lifestyle cc AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)] 5.1 How to request a record [See Section 7]

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she 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. The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the "regulations" section.
- If a request is made on behalf of a 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 the private body.
- The head of the private body 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.
- The fee for private bodies is free.

5.2 Categories of records held by Smart Lifestyle cc 5.2.1 Web page and library records The web page, [www.smartlifestyle.co.za](http://www.smartlifestyle.co.za) is accessible to anyone who has access to the Internet. 5.2.2 Other records Operational information This information can be defined as information needed in the day to-day running of the organisation and is generally of little to no use to persons outside the organisation. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general 'house-keeping' information). Confidential Client Files (containing information relating to any professional services rendered). Human resources files. Financial records, including accounting records.

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)] Not applicable.

7. AVAILABILITY OF THE MANUAL. [Section 51(3)] This manual is available free of charge from the South African Human Rights Commission (see details above), Smart Lifestyle cc (see details above), and in electronic format at [www.smartlifestyle.co.za](http://www.smartlifestyle.co.za).

