



**MANUAL**

**In terms of**

**The Promotion of Access to Information Act**

**2 of 2000**

**(The PAIA Act)**

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## 1. INTRODUCTION

In this PAIA manual, the term “**YSA**” bears the meaning of a group of companies that include **Yudelowitz Shannon & Associates (Pty) Ltd** (registration number: 2000/016350/07); **YSA Change (Pty) Ltd** (registration number 2015/417696/07); **YSA Consulting (Pty) Ltd** (registration number: 2015/428290/07); and **YSA Leadership (Pty) Ltd** registration number: 2015/417801/07), being companies registered and conducting business in accordance with the Company laws of the Republic of South Africa.

YSA is a Leadership Development and Management Consultancy group of companies was formed by Brad Shannon and Jonathan Yudelowitz, with its origin dating back to 2000. YSA is the sole proprietor of the Life Path Insight (LifePi) intellectual property, system and technique and other leadership and managerial skills, analysis programs, training systems and techniques.

## 2. COMPANY DETAILS (Section 51 (1)(a) of the PAIA Act)

### **Persons designated/duly authorised persons:**

**Managing Directors:** Brad Shannon and Jonathan Yudelowitz

**Financial Manager and Information Officer:** Daphne Swanevelder

### **Contact Details:**

Postal Address: PO Box 87219

Houghton

2041

South Africa

Physical Address: 2 Ash Street

Upper Houghton

2198

Telephone Number: +27 (0)11 648 3674

Emails: [info@ysa.co.za](mailto:info@ysa.co.za) and [Daphne@ysa.co.za](mailto:Daphne@ysa.co.za)

### 3. THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (THE ACT)

- 3.1 The ACT grants a requester access to records of a private body, where the record is required in the exercise or protection of any rights. If a body lodges a request, the public body must be action 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 Requests for information are to be made with reference to the Guide and which has been compiled by the South African Human Rights Commission which contains information relevant in exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission is:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

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

### 4. APPLICABLE LEGISLATION (section 51 (1)(c) of the PAIA Act)

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 9 of 1999	Skills Development Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 30 of 1996	Unemployment Insurance Act

**5. SCHEDULE OF RECORDS** (section 51 (1)(d) of the PAIA Act)

<b>Records</b>	<b>Subject</b>	<b>Availability</b>
<b>Companies Act Records</b>	<ul style="list-style-type: none"> <li>• Document of Incorporation</li> <li>• Memorandum of Articles of Association</li> <li>• Minutes of Board of Directors Meetings</li> <li>• Records relating to the appointment of directors/auditor/secretary/public officer and other officers</li> </ul>	Request from the offices of YSA (Pty) Ltd care/ of Information Officer: Daphne Swanevelder (Access to these documents may be protected by confidentiality, privacy or other reasonable grounds of refusal)
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company and Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> <li>• Banking Records and Statements</li> <li>• Rental Agreements</li> </ul>	Request in terms of PAIA from YSA (Pty) Ltd care/ of Information Officer: Daphne Swanevelder (Access to these documents may be protected by confidentiality, privacy or other reasonable grounds of refusal)
<b>Income Tax Records</b>	<ul style="list-style-type: none"> <li>• PAYE Records</li> <li>• Documents issued to employees for income tax purposes</li> <li>• Records for payments made to SARS on behalf of employees</li> <li>• Performance Records</li> <li>• Statutory compliances related to VAT, UIF, SDL, Regional Services Levies and Workman's Compensation</li> </ul>	Request in terms of PAIA from YSA (Pty) Ltd care/ of Information Officer: Daphne Swanevelder  (Access to these documents may be protected by confidentiality, privacy or other reasonable grounds of refusal)

## **6. FORM OF REQUEST (Section 51 (1)(e) of the PAIA Act)**

To facilitate your request kindly:

- 6.1 Use the prescribed form, available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za)
- 6.2 Address your request to the Information Officer
- 6.3 Provide sufficient details to enable the Company to identify:
  - 6.3.1 The record(s) requested;
  - 6.3.2 the requester (and if an agent is lodging the request, proof of capacity and authority to raise such request);
  - 6.3.3 the form of access required;
  - 6.3.4 the postal address, email address of the requester in the Republic of South Africa;
  - 6.3.5 where the requester wishes to be informed of the decision in any other manner (in addition to written reply) then please advise on this chosen manner of reply to be followed by YSA;
  - 6.3.6 the right which the requester is seeking to exercise or protect, duly accompanied by substantive explanation and reasons why of the reason the record(s) are required in the exercise or protection of rights.

## **7. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees before a request will be processed;
- 7.2 if the preparation of the record(s) requested requires more than the prescribed hours (six), a deposit shall be paid (being 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;
- 7.5 the fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za)

## **8. MANDATORY GROUNDS FOR REFUSAL INCLUDE BUT ARE NOT LIMITED TO:**

- 8.1 Information for the protection of the privacy of individuals;
- 8.2 information for the protection of commercial information and confidential information of third parties;
- 8.3 information privileged from production in legal proceedings;
- 8.4 commercial information pertaining to a corporation; and
- 8.5 research information.

## **9. AVAILABILITY OF THE MANUAL**

This manual is available for inspection free of charge at the registered offices of YSA (Pty) Ltd and from the South African Human Rights Commission in accordance with paragraph 9(1) of the Regulations of the Act.



Compiled with the assistance of Richard Meaden & Associates Inc Attorneys