

# Eagle Formwork and Scaffolding CC

(Registration Number: 2002/101953/23) Manual

in terms of section 51 of the Promotion of Access

to Information Act, 2 of 2000

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Members: Morgan Dhanpaul Govender | Mervelene Govender

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number: 2002/101953/23)

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## PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT) SECTION 51 MANUAL OF EAGLE FORMWORK AND SCAFFOLDING CC (REGISTRATION NUMBER: 2002/101953/23)

### 1. Contact Details

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<b>Head of Business:</b>	Morgan Govender	<b>Information Officer:</b>	Morgan Govender
<b>Postal Address:</b>	PO BOX 72766 Mobeni South Africa 4060	<b>Physical Address:</b>	73 Donkin Road Sea Cow Lake, Durban South Africa 4060
<b>Telephone Number:</b>	0315778104	<b>Fax number:</b>	0315778103
<b>Email Address:</b>	sales@eagleformwork.co.za		
<b>Website:</b>	www.eagleformwork.co.za		

### 2. Introduction

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Eagle Formwork deliver only the highest level of customer service, whether scaffolding is needed for residential or commercial construction., heavy industrial or any other building projects.

### 3. Guide in terms section 10 of the act

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3.1 The ACT grants a requester access to records of a private body, 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, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. 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

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## 4. Facilitation of a request for access to information

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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 Eagle Formwork and Scaffolding CC

## 5. Information available in terms of other legislation

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Basic Conditions of Employment 75 of 1997  
Close Corporations Act 69 of 1984  
Compensation for Occupational Injuries and Health Diseases Act 130 of 1993  
Occupational Health and Safety Act 85 of 1993  
Promotion of Access to Information Act 2 of 2000  
Value Added Tax Act 89 of 1991

## 6. Information automatically available

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Customers  
Marketing material  
Policies and procedures  
Sales  
Service and product information

## 7. Information available in terms of act

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Emergency response  
plans. Hardware  
Internet  
Licenses Operating  
Systems Software  
Packages  
Telephone exchange equipment.  
Telephone lines, leased lines and data  
lines Claim records  
Insurance policies  
Agreements with contractors, suppliers and  
clients. Agreement with customers  
Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or  
other alliance agreements.  
Restraint agreements  
Sale agreements  
Marketing and promotion

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Leave applications  
Payroll  
Salary and wage  
registers Salary registers  
Time records  
Workman's compensation  
material Websites  
Permits and licenses  
Certificate of commence  
business Certificate of  
incorporation  
Memorandum of  
incorporation minutes of  
shareholders meetings  
Statutory business records  
Annual financial  
statements Auditor's  
reports  
Fixed asset register  
Inventory records  
Tax returns and  
assessments VAT returns  
Employee contracts



## 8. General

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N/A

## 9. Requesting Procedures

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A person who wants access to the records must complete the necessary request forms that is available at the offices of Eagle Formwork and Scaffolding CC, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

## 10. Availability of the manual

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Copies of the manual are available for inspection, free of charge, at the offices of Eagle Formwork and Scaffolding CC and from the South African Human Rights Commission





## 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:

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

- |     |   |
|-----|---|
| (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:

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 <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> 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:

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**E. Fees**

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

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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**2. If record consists of visual images**

this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"	<input type="checkbox"/>	transcription of the images*
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**3. If record consists of recorded words or information which can be reproduced in sound:**

<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document
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**4. If record is held on computer or in an electronic or machine-readable form:**

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
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'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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**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?

