



SECTION 51 MANUAL FOR

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

CRADDOCK PUBLISHERS CC

T/A Multi Media Solutions

Reg no: CK 2000/051783/23 VAT no: 4300195767



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1. **Introduction to your company and the type of business:**
CRADDOCK PUBLISHERS CC t/a Multi Media Solutions

2. **Contact Details (Section 51 (1) (a))**

3. **The ACT and Section 10 Guide (Section 51(1) (b)) please note that this clause is mandatory to be included in all S 51 manuals as is.**

4. **Applicable Legislation (Section 51 (1) (c))**

5. **Schedule of Records (Section 51 (1) (d))**

6. **Form of Request (Section 51 (1) (e))**

7. **Any other Information (Section 51 (1) (f)) e.g. Prescribed Fees, organogram, etc.**



1. Introduction to Craddock Publishers CC T/A Multi Media Solutions

Multi Media Solutions is a company that provides a Publishing service to Corporate and Small Businesses regarding logo development, branding and marketing solutions for exposure of their business.

Multi Media Solutions offer the following products:

Logo Design/Development

Advert Design

Web Design & Interactive CD/DVD's

Corporate Gifts

Promotional Clothing: Embroidery & Screen Printing

Banners & Signage

Litho & Digital Printing: Business Cards, Formwork, Continuous Stationery, Calendars, Annual Reports and In-House Magazines



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2. CONTACT DETAILS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details:

- a. Member: Melani Craddock
- b. Postal Address: P.O Box 496, Edgemean 7407
- c. Physical Address: 3 Eikenhof, Edgemean 7441
- d. Tel: 021 559 1038
- e. Fax no 021 553 1042
- f. E-mail: m-m-s.co.za
- g. Web: www.m-m-s.co.za

2. The section 10 Guide on how to use the Act [*Section 51(1)(b)*]

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. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.

3. Records available in terms of any other legislation [*Section 51(1)(d)*]

Basic Conditions of Employment No. 75 of 1997

Closed Corporations Act No. 69 of 1984

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993

Copyright Act No. 98 of 1978

Credit Agreements Act No. 75 of 1980

Debtor Collectors Act No. 114 of 1998

Employment Equity Act No. 55 of 1998

Harmful Business Practices Act No. 23 of 1999

Income Tax Act No. 95 of 1967

Insolvency Act No. 24 of 1936

Intellectual Property Laws Amendments Act No. 38 of 1997



Labour Relations Act No. 66 of 1995
Occupational Health & Safety Act No. 85 of 1993
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question [*Sections 51(1)(c) and 51(1)(e)*]
- i. Not applicable
 - ii. Records that may be requested
 - Administration:
 - a. Correspondence

 - Human Resources:
 - b. Employment contracts
 - c. Remuneration records and policies

 - Operations:
 - d. Sales records
 - e. Production records
 - f. Application forms for clients
 - g. Advert proof sheets
 - h. Artwork for clients
 - i. Client database



Financial

- j. Financial statements
- k. Annual financial statements
- l. Vouchers
- m. Receipts
- n. Supplier Invoices
- o. Client Invoices
- p. Stock records
- q. Assets inventory

iii. The request procedures:

Please direct any requests for documentation to “Mrs M Craddock, P O Box 496 Edgemean 7407”

Form of request:

- 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. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- 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 any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].



- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of a another 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 [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- 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 [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].



5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual [Section 51(3)]

The manual is available free of charge on the premises of Craddock Publishers CC; and copies are available with the SAHRC, in the Gazette.