

Registered in South Africa No.: 2013/235289/07

Stage Audio Works (Pty) Ltd
PAIA MANUAL
In terms of
Section 51 of
The Promotion of Access to Information Act No 2 of 2000

This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act No 2 of 2000 (the "ACT") for Stage Audio Works (Pty) Ltd.

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1. Introduction - Company Overview

Stage Audio Works is a leading international supplier, manufacturer and distributor of complete technology solutions to the live event, houses of worship, commercial, education and industrial sectors with the philosophy of providing only the highest quality, most technologically advanced solutions in order to ensure customer satisfaction and growth in Africa.

Stage Audio Works is a dynamic, innovative company driven by passion, performance, professionalism and perfection. Stage Audio Works believes that service, support, training, professional products and attitude are the foundations for customer satisfaction and company growth. "we supply the industry" is our company mission and aim. Supply means going far beyond simply selling products, it includes design, product service, training, technical support and more...

Stage Audio Works meets the ever-growing demands of the market by offering complete solutions that encompass lighting, audio, visual, rigging, interactive displays and energy management control systems.

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

Business Name:	Stage Audio Works (Pty) Ltd (2013/235289/07)
Directors:	WM Deysel, L Deysel, GS Barnard
Information officer:	GS Barnard
Physical Address:	4 Standard Close, Strijdompark, Randburg, 2194, South Africa
Postal Address:	PO Box 2460, Randburg, Johannesburg, 2125, South Africa
Telephone Numbers:	087 55 10 100
Fax number:	011 791 2508
Email	paia@stageaudioworks.co.za
Website	www.stageaudioworks.com

3. The ACT and Section 10 Guide (Section 51(1) (b))

- 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

4. Section 51(1)(c) – Latest Notices Section 52 (2)

At this stage no Notice(s) has / have been published.

5. Section 51(1)(d) - Applicable legislation

Records available in terms of other legislation are as follows:

- Basic Conditions of Employment Act 75 of 1997;
- Companies Act, Act 61 of 1973, as amended by The Companies Amendment Bill (notice 1143 of 2005).
- Compensation of Occupational Injuries and Diseases Act 130 of 1993;
- Employment Equity Act 55 of 1998;
- Income Tax Act 58 Of 1962;
- Labour Relations Act 66 of 1995;
- Occupational Health and Safety Act 85 of 1993;
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act 9 of 1999;
- Unemployment Insurance Act 63 of 2001;
- Value Added Tax Act 89 of 1991.

Although we have attempted to supply you with a complete list of applicable legislation it is possible that the above list may be incomplete. Wherever it comes to our attention that existing or new legislation allows a requestor access on a basis other than that set out in the Act we shall immediately update the list. If a requestor believes that a right of access to a record exists in terms of the legislation listed above, or any other legislation, the requestor is required to indicate what legislative right the request is based on, to allow the information officer the opportunity of considering the request in light thereof.

6. Section 51(1)(d) – Schedule of records held

Record	Subject	Availability
Marketing Records	<ul style="list-style-type: none"> • Website information • Brochures • User Manuals • Press Releases • Product Information • Contact information • BBBEE Certificate • Credit application form 	Free available on our website www.stageaudioworks.com
Companies Act Records	<ul style="list-style-type: none"> • Documents of incorporation • Memorandum and Articles of Association • Minutes of Board of Directors meetings 	Request in terms of PAIA

	<ul style="list-style-type: none"> Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers Share Register and other statutory registers 	
Income Tax Records	<ul style="list-style-type: none"> PAYE Records Documents issued to employees for income tax purposes All other statutory compliances: VAT, SDL, UIF, Workmen's Compensation 	Request in terms of PAIA
Personnel Records	<ul style="list-style-type: none"> Employment contracts Employment Equity Plan Disciplinary records Payroll records Code of Ethics Leave records Occupational Health and Safety documents and Safety File 	Request in terms of PAIA
Private Body Records	<ul style="list-style-type: none"> Financial records Statutory records 	Request in terms of PAIA

7. Form of Request (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

7.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

7.2 Address your request to the Head of the Company (CEO/Information Officer).

7.3 Provide sufficient details to enable the Stage Audio Works Pty Ltd to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

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 [section 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 [section 53(2)(d)]
- If a request is made on behalf of 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 [section 53(2)(f)]
- Form available from www.sahrc.org.za

Proof of identity

Proof of identity is required to authenticate the request and the requestor. Therefore in addition to the access form, requestors will be required to supply a certified copy of the identification document or any other legal means of identification. If the requestor acts as an agent requestor as described in the "Promotion of Access to Information Act, 2000" the requestor shall provide proof of the identity of the person on whose behalf the request is made, the authority or mandate given to the requestor by such person and proof of the identity of the requestor. The Information Officer shall not process any such request until he/she is satisfied that these requirements have been met.

8. Section 51(1)(f) Fees in Respect of Requests for Information Fees in Respect of Private Bodies

8.1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

8.2 The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part	20,00
(ii) For a copy of an audio record	30,00

8.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

8.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:

(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure	R30,00 for each hour or part of an hour reasonably required for such search and preparation

(2) For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

9. Section 51 (3) - Availability of the manual

This manual is available from the South African Human Rights Commission (see details above), Stage Audio Works office (see details above), and in electronic format at www.stageaudioworks.com