



**AUGRAFI
DESIGNS**

2007 / 230008 / 23

PAIA Manual

ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

Augrafi Designs started in May 2010 as a micro business. It started as a need for SME's to have quality and efficient design services.

Augrafi Designs provides website and graphic design. We also provide printing services as well as website development and all other related services. We aim to service all markets and industries wherever a corporate identity might exist. We also focus on start-up and new businesses that have a need for an identity.

Directors:	Lyle Augustus
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THE ACT

The ACT grants a requester access to records of the COMPANY, 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.

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.

Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone Number:

+27-11-484 8300

Fax Number:

+27-11-484 0582

APPLICABLE LEGISLATION

1 NO 98 OF 1978 COPYRIGHT ACT

2 NO 55 OF 1998 EMPLOYMENT EQUITY ACT

3 NO 95 OF 1967 INCOME TAX ACT

4 NO 66 OF 1995 LABOUR RELATIONS ACT

5 NO 75 OF 1997 BASIC CONDITIONS OF EMPLOYMENT ACT

6 NO 69 OF 1984 CLOSE CORPORATIONS ACT

7 NO 25 OF 2002 ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT

8 NO 2 OF 2000 PROMOTION OF ACCESS OF INFORMATION ACT

9 NO 30 OF 1996 UNEMPLOYMENT INSURANCE ACT

ACCESS TO RECORDS AND AVAILABILITY

Records

Subject

Availability

Public Affairs

- Public Product Information
- Public Corporate Records
- Media Releases

Freely available on web site

[www. Augrafi.co.za](http://www.Augrafi.co.za)

Financial

- Financial Statements
- Financial and Tax Records (Company & Employees)
- Asset Register
- Management Accounts

CC- Available not required to disclose

Marketing

- Market Information
- Public Customer Information:

Limited Information available on web site. (see above)

To facilitate the processing of 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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za

6.2

Address your request to the Company Secretary.

6.3

Provide sufficient details to enable the COMPANY 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 following applies to requests (other than personal requests):

7.1

A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

7.2

If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of 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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

FEES FOR RECORDS OF PUBLIC BODY AS STIPULATED BY THE CURRENT REGULATIONS TO THE ACT

The fee for reproduction, referred to in section 15(3) of the Act, is as follows

- (a) For every photocopy of an A4-size page or part thereof 0-60
- (b) For every printed copy of an A4-size page or part thereof 0-40
- (c) Held on a computer or in electronic or machine readable form for a copy in a computer-readable form on -
 - (i) stiffy disc 5-00
 - (ii) compact disc 40-00
- (d) (i) For transcription of visual images, for an A4-size or part thereof 22-00
 - (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 12-00
 - (ii) For a copy of an audio record 17-00

The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is 35-00

The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:

- (a) For every photocopy of an A4-size page or part thereof 0-60
- (b) For every printed copy of an A4-size page or part thereof 0-40 in a computer or in electronic or machine-readable format
 - (i) stiffy disc 5-00
 - (ii) compact disc 40-00
- (c) (i) For a transcription of visual images, for an A4-size page or part thereof 22-00
 - (ii) For a copy of visual images 60-00
- (d) (i) For a transcription of an audio record, for an A4-size page or part thereof 12-00
 - (ii) For a copy of an audio record 17-00

To search for the record for disclosure, R15-00 for each hour or part of an hour, excluding the first hour, reasonably required for such search.

The actual postal fee is payable when a copy of a record must be posted to a requester.

For the purposes of section 22(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.

Form of request

A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form A of the Annexure