

KESHO CHARTERED ACCOUNTANTS

**ACCESS TO INFORMATION MANUAL
(PAIA MANUAL)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000**

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1. Introduction to the Promotion of Access to Information Act

- a. The Promotion of Access to Information Act, No 2 of 2000 ("the Act") was enacted on 3 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996 (the "Constitution") of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.
- b. In terms of Section 51 of the Act, all Private Bodies are required to compile an Information Manual ("PAIA Manual").
- c. When a request is made under the Act, the body to which the request is made is required to comply with the applicable legal and/or regulatory requirements and provide the information, unless the Act specifically states that the information may or may not be released. The Act outlines the appropriate course of action to be taken when obtaining information from a Public or Private Body.

2. Kesho Incorporated & Kesho Firm (Pty) Ltd

- a. Kesho Chartered Accountants delivers flexible and customised professional services through digital platforms with an experienced team. We have over ten years of expertise providing Accounting, Auditing, Virtual CFO, Tax, Advisory, and Information Systems services.
- b. In this PAIA Manual, any reference to "Kesho Chartered Accountants" includes any of the entities as listed below:
 - i. Kesho Incorporated, registration number 2019/393779/21;
 - ii. Kesho Firm (Pty) Ltd, registration number 2015/079522/07;
- c. This PAIA Manual of Kesho Chartered Accountants is available to view on our website: www.kesho.co.za.
- d. A copy of this manual is available in two South African official languages.

3. Purpose of the Manual in terms of PAIA

- a. The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Kesho Chartered Accountants.
- b. To promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act for them to exercise their rights concerning public and private bodies.
- c. The act's Section 9 acknowledges that the right to access information cannot be unlimited and should have reasonable limitations, such as but not limited to:
 - i. Limitations aimed at the reasonable protection of privacy;
 - ii. Commercial confidentiality; and
 - iii. Effective, efficient, and good governance.
 - iv. And in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.
- d. This PAIA Manual has been drafted per the generic manual for the Professional Services Industry, which has been submitted to the Human Rights Commission by the Compliance Institute of South Africa, of which this body is a member.
- e. Additionally, this PAIA Manual complies with Section 10's requirements and acknowledges that, upon the commencement of the Protection of Personal Information Act 4 of 2013, the designated information regulator will be in charge of regulating public and private entities' adherence to the Act's regulations.

4. Key contact details for access to information of Kesho Chartered Accountants

a. Chief Executive Officer

Name:	Mr. Vusi Mathe
Registered Address:	33 Ferreira Street, Nelspruit, 1201.
Telephone Number:	+27 13 752 8029
Website:	https://kesho.co.za

b. Information Officer

Name:	Mr. John Letlabika
Physical Address:	33 Ferreira Street, Nelspruit, 1201.
Telephone Number:	+27 13 752 8029
Email:	john@kesho.co.za

c. Deputy Information Officer

Name:	Ms. Precious Sebanyoni
Physical Address:	33 Ferreira Street, Nelspruit, 1201.
Telephone Number:	+27 13 752 8029
Email:	precious@kesho.co.za

d. Access to information general contacts

Email: info@kesho.co.za

5. Guide of SA Human Rights Commission (Section 51(1) (b))

- a. 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.
- b. 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.
- c. 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.
- d. The contact details of the Commission are:

Contact body:	The South African Human Rights Commission
Physical Address:	PAIA Unit 29 Princess of Wales Terrace Cnr York and Andrew Streets Parktown
Postal Address:	Private Bag 2700, Houghton 2041
Telephone Number:	+27 11 877 3600
E-Mail:	PAIA@sahrc.org.za
Web Site:	www.sahrc.org.za

6. Records Available Only On Request To Access In Terms Of The Act (Section 51(1)(D))

- a. Records held by Kesho Chartered Accountants

The categories of information that Kesho Chartered Accountants has are mentioned in this section. The records pertaining to the following subjects and categories are used to classify and group the information:

i. Personnel Records

- Personal records provided by personnel.
- Records provided by a third party relating to personnel.
- Conditions of employment and other personnel-related contractual and quasi-legal records.
- Internal evaluation records and other internal records.
- Correspondence relating to personnel.
- Training schedules and material.

"Personnel" refers to any person who works for or provides services to or on behalf of Kesho Chartered Accountants and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of Kesho Chartered Accountants. This includes, without limitation, directors (executive and non-executive), all permanent, temporary, and part-time staff, as well as contract workers.

ii. Client Related Records

- Records provided by a client to a third party acting for or on behalf of Kesho Chartered Accountants.
- Records provided by a third party.
- Records generated by or within Kesho Chartered Accountants relating to its clients, including transactional records.

A "client" refers to any natural or juristic entity that receives services from Kesho Chartered Accountants.

iii. Private Body Records

- Financial records
- Operational records
- Databases
- Information Technology
- Marketing records

iv. Internal Correspondence

- Product records
- Statutory records
- Internal Policies and Procedures
- Records held by officials of the institution.

These records include, but are not limited to, the records which pertain to Kesho Chartered Accountants' own affair

v. Other Party Records

- Personnel, Client, or private body records which are held by another party, as opposed to the records held by Kesho Chartered Accountants itself.
- Records held by Kesho Chartered Accountants pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.
- Kesho Chartered Accountants may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, and service providers Alternatively, such other parties may possess records that can be said to belong to Kesho Chartered Accountants.

- b. Note that the accessibility of the records may be subject to the grounds of refusal set out in this PAIA Manual, amongst others, records deemed confidential on the part of a third party,

will necessitate permission from the third party concerned, in addition to normal requirements, before Kesho Chartered Accountants will consider access.

7. Records Available Without A Request To Access In Terms Of The Act

- a. Records of a public nature, typically those disclosed on the Kesho Chartered Accountants' website, may be accessed without the need to submit a formal application.
- b. Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the information Officer.

8. Description of the Records of the Body Which are Available in Accordance with any other Legislation (Section 51(1) (d))

- a. Where applicable to its operations, Kesho Chartered Accountants also retains records and documents in terms of the legislation listed below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation, and applicable internal policies and procedures, should such interested parties be entitled to such information. A request to access must be in accordance with the prescriptions of the Act.
 - i. Auditing Professions Act No. 26 of 2005;
 - ii. Basic Conditions of Employment Act No. 75 of 1997;
 - iii. Broad-Based Black Economic Empowerment Act, 2003;
 - iv. Business Act No. 71 of 1991;
 - v. Companies Act No 71 of 2008;
 - vi. Compensation of Occupational Injuries and Diseases Act No. 130 of 1991;
 - vii. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993;
 - viii. Competition Act. No. 71 of 2008;
 - ix. Constitution of the Republic of South Africa 2008;
 - x. Copyright Act No. 98 of 1978;
 - xi. Designs Act No. 195 of 1993;
 - xii. Electronic Communications Act No. 36 of 2005;
 - xiii. Electronic Communications and Transaction Act No. 25 of 2002;
 - xiv. Employment Equity Act No. 55 of 1998;
 - xv. Financial Advisory and Intermediary Services Act of 2002;
 - xvi. Financial Intelligence Centre Act No 38 of 2001;
 - xvii. Identification Act No.68 of 1997;
 - xviii. Income Tax Act No. 58 of 1962;
 - xix. Insider Trading Act No. 135 of 1998;
 - xx. Insolvency Act No. 24 of 1936;
 - xxi. Inspection of Financials Institutions Act No. 18 of 1998;
 - xxii. Intellectual Property Laws Amendment Act 38 of 1997;
 - xxiii. Labour Relations Act No. 66 of 1995;
 - xxiv. Long Term Insurance Act 52 of 1998;

- xxv. National Credit Act No. 34 of 2005;
- xxvi. National Environmental Management Act No 107 of 1998;
- xxvii. Occupational Health and Safety Act No. 85 of 1993;
- xxviii. Patents Act No. 57 of 1978;
- xxix. Pension Funds Act No. 24 of 1956;
- xxx. Prescription Act No. 68 of 1969;
- xxxi. Prevention of Organised Crime Act No. 121 of 1998;
- xxxii. Promotion of Access to Information Act No. 2 of 2000;
- xxxiii. Protection of Personal Information Act No. 4 of 2013;
- xxxiv. Revenue laws Second Amendment Act. No 61 of 2008;
- xxxv. Road Transportation Act. No. 74 of 1977;
- xxxvi. Skills Development Levies Act No. 9 of 1999;
- xxxvii. Short-term Insurance Act No. 53 of 1998;
- xxxviii. Stock Exchanges Control Act No. 1 of 1985;
- xxxix. Taxation Laws Amendment Act No. 7 of 2010,
 - xl. Trademarks Act No. 194 of 1993;
 - xli. Transfer Duty Act No 40 of 1949;
 - xl.ii. Uncertificated Securities Tax Act No. 31 of 1998;
 - xl.iii. Unemployment Contributions Act 63 of 2001;
 - xl.iv. Unemployment Insurance Act No. 30 of 1966;
 - xl.v. Value Added Tax Act 89 of 1991.

- b. It is further recorded that the accessibility of documents and records may be subject to the grounds of refusal set out in this PAIA Manual.

9. Form of request for access (Section 51(1) (e))

To facilitate the processing of your request, kindly:

- a. Use the prescribed form attached as **Annexure A** and submit together with payment of a request fee and a deposit, if applicable, to our Information Officer.
- b. Address your request to the Head of the Company (CEO).
- c. Provide sufficient details to enable Kesho Chartered Accountants to identify:
 - i. The record(s) requested;
 - ii. The requester (and if an agent is lodging the request, proof of capacity);
 - iii. The form of access required;
 - iv. The postal address or fax number of the requester in the Republic;
 - v. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - vi. 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.

10. Refusal of Access to Records

- a. Grounds to Refuse Access

A private body such as Kesho Chartered Accountants is entitled to refuse a request for information.

- i. The main grounds for Kesho Chartered Accountants to refuse a request for information relates to the:
 - Mandatory protection of the privacy of a third party who is a natural person or a deceased person (section 63) or a juristic person, as included in the Protection of Personal Information Act 4 of 2013, which would involve the unreasonable disclosure of personal information of that natural or juristic person.
 - Mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory, or contractual agreements, comply with the provisions of the Protection of Personal Information Act 4 of 2013.
 - Mandatory protection of the commercial information of a third party (section 64) if the record contains:
 - a. trade secrets of the third party;
 - b. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - c. information disclosed in confidence by a third party to Kesho Chartered Accountants if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
 - Mandatory protection of confidential information of third parties (section 65) if it is protected in terms of any agreement.
 - Mandatory protection of the safety of individuals and the protection of property (section 66).
 - Mandatory protection of records which would be regarded as privileged in legal proceedings (section 67).
- ii. The commercial activities (section 68) of a private body, such as Kesho Chartered Accountants, which may include:
 - Trade secrets of Kesho Chartered Accountants;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Kesho Chartered Accountants;
 - Information which, if disclosed could put Kesho Chartered Accountants at a disadvantage in negotiations or commercial competition;
 - Computer program which is owned by Kesho Chartered Accountants, and which is protected by copyright;
 - The research information (section 69) of Kesho Chartered Accountants or a third party, if its disclosure would disclose the identity of Kesho Chartered Accountants, the researcher or the subject matter of the research and would place the research at a serious disadvantage.
- iii. Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.
- iv. All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.

- v. If a requested record cannot be found or if the record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

11. Remedies Available When Kesho Chartered Accountants Refuses a Request

a. Internal Remedies

There are no internal appeal processes at Kesho Chartered Accountants. The Information Officer's decision is final. If a request for information is denied and the requestor is not happy with the response given by the information officer, they must pursue any other external remedies.

b. External Remedies

- i. Within 30 (thirty) days of being notified of the decision, a requestor who is unsatisfied with the information officer's denial of disclosure may apply to a court for relief.
- ii. Within 30 (thirty) days of receiving notice of the decision, a third party who is unsatisfied with the Information Officer's decision to grant a request for information may apply to a court for relief.

12. Access to Records Held by Kesho Chartered Accountants

a. Prerequisites for Access by Personal/Other Requester

- i. Records held by Kesho Chartered Accountants may be accessed by requests only once the prerequisite requirements for access have been met.
- ii. A requester is any person making a request for access to a record of Kesho Chartered Accountants. There are two types of requesters:
 - Personal Requester
 - a. A personal requester is a requester who is seeking access to a record containing personal information about the requester.
 - b. Kesho Chartered Accountants will voluntarily provide the requested information or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.
 - Other Requester
 - a. This requester (other than a personal requester) is entitled to request access to information on third parties.
 - b. In considering such a request, Kesho Chartered Accountants will adhere to the provisions of the Act. Section 71 requires that the Information Officer take all reasonable steps to inform a third party to whom the requested record relates of the request, informing him/her

that he/she may make a written or oral representation to the Information Officer why the request should be refused or, where required, give written consent for the disclosure of the Information.

Kesho Chartered Accountants is not obliged to voluntarily grant access to such records. The requester must fulfil the prerequisite requirements, in accordance with the requirements of the Act and as stipulated in Chapter 5; Part 3, including the payment of a request and access fee.

13. Fees

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

- a. A requestor is required to pay the prescribed fees before a request will be processed. **Annexure B**, attached, contains a schedule of fees that must be paid when submitting a request.
- b. 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);
- c. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- d. Records may be withheld until the fees have been paid.

14. Availability And Updating of The PAIA Manual

- a. This PAIA Manual is made available in terms of Regulation Number R.187 of 15 February 2002. Kesho Chartered Accountants will update this PAIA Manual at such intervals as may be deemed necessary.
- b. This PAIA Manual of Kesho Chartered Accountants is available to view on our website: www.kesho.co.za.

Annexure A

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:

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 of</i> 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
Form in which record is required:	
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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"/>		<input type="checkbox"/>	transcription of the images*
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
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"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)

'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
--	-----	----

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?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
 WHOSE BEHALF REQUEST IS MADE

Annexure B

PAIA FEES: AS CONTAINED IN ANNEXURE B TO THE NEW PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO 2 OF 2000), (PAIA): REGULATIONS ON PAGES 18 TO 85 IN REGULATION GAZETTE NO. 11329 DATED 27 AUGUST 2021, VOL. 674, NO. 45057

The **PAIA fees** that applies are as follows:

REQUEST FEE		
The deputy information officer who handles the request must complete Part A of the SAPS 512(b) Notice of Fee Payable-form and provide it to the requester, informing him or her of the Request Fee payable before the request will be processed any further.		
Item	Description	Amount
1.	The Request Fee payable by a requester	R 100,00
ACCESS/REPRODUCTION FEE		
When access is granted, the deputy information officer who handles the request must complete Part A of the SAPS 512(e) Decision on Request for Access to a Record-form and notify the requester, amongst other, the access fee which is payable.		
Item	Description	Amount
2.	Photocopy of A4-size page or part thereof	R 1,50
4.	Printed copy of A4-size page or part thereof	R 1,50
5.	For a copy in a computer-readable form on: (1) Flash drive (to be provided by the requester) (2) Compact disc: (a) If provided BY the requester (b) If provided TO the requester	(1) R 40,00 (2)(a) R 40,00 (2)(b) R 60,00
6.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
7.	Transcription of an audio record, per A4-size page	R 24,00
8.	Copy of an audio record on: (1) Flash drive (to be provided by the requester) (2) Compact disc: (a) If provided BY the requester (b) If provided TO the requester	(1) R 40,00 (2)(a) R 40,00 (2)(b) R 60,00
9.	To search for and prepare the record for the disclosure for each hour or part of an	R 100,00

	hour, excluding the first hour (i.e. the first hour is free of charge), reasonably required for such search and preparation. To NOT EXCEED a total cost of:	R 300,00
10.	Deposit if search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
NOTE: the amount payable as a deposit must not exceed one third of the amount payable, if the request is granted.		
11.	Postage, email or any other electronic transfer	Actual expense, if any.

Personal Requester

The definition of a “personal requester” has been deleted in the PAIA and a person who requests access to a record that contains personal information relating to himself or herself is now liable to also pay the R 100,00 Request Fee (this includes this person’s authorised representative e.g. this person’s attorney, lawyer, insurance company, parents of the minor child or the next of kin, etc.).

Request for access to section 15 Automatically Available Record

The National Deputy Information Officer: PAIA annually updates the section 15 of PAIA Notice (list) of Automatically Available Records of the Service. The updated notice for 2021 will be published by the Minister of Justice and Correctional Services and the National Deputy Information Officer: PAIA will make the updated published Notice available:

- (a) to the Information Regulator;
- (b) on the website of the Service to replace the current Notice;
- (c) on the Intranet for employees; and
- (d) for inspection at the office of the National Deputy Information Officer.

These records are listed as automatically available without a requester having to request access thereto through the normal PAIA request procedure. The procedure to follow when a request for access to such a record is received at the Service, is still applicable as set out in par 35 of the NI 14 of 2019. A requester may request a copy of such record and must be provided with such copy upon payment of the Access or Reproduction Fee (where applicable). The R 100,00 Request Fee is not payable.

For ease of reference, an example of some of the records that are listed as section 15 Automatically Available Records, are:

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	

<p>ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY</p> <p><i>Note that —</i></p> <ul style="list-style-type: none"> with the term “copy” is meant where reproduction is done manually; a copy of a completed accident report will only be furnished to the authorised person; when a request is received in writing from the Road Accident Fund, provincial hospitals or ambulance services from provincial hospitals, they are regarded as public bodies or institutions who are entitled to immediately receive a copy of 	<p>If the record is still in the possession or under control of the Service, the records may be obtained by the authorised person on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant office of the Service.</p> <p><i>Note that —</i> The following persons are deemed to be authorised persons: (a) an involved party in the accident (e.g. driver, passenger, pedestrian, cyclist, owner of the vehicle, owner of the animal involved in the accident, etc) if</p>
<p>an accident report free of charge.</p>	<p>he or she can prove that he or she is an involved party;</p> <p>(b) any private ambulance service, medical service provider, emergency service or towing service that provided such a service to a party involved in an accident, if such private service can provide written proof that such service was rendered; or</p> <p>(c) a person who is not an involved party or the private ambulance service, medical service provider, emergency service or towing service referred to above, only if he or she has written permission or authority of an involved party (e.g., an attorney who provides the relevant power of attorney to act on behalf of the person).</p>

Persons who do not pay any fees

The following persons do not pay the Request Fee or any Access or Reproduction Fees:

- (a) The suspect, victim or complainant who requests a copy of his or her own statement in an open docket;
- (b) A record that must be provided in terms of a *subpoena duces tecum* or summons; and
- (b) A person that is exempted by the Minister of Justice and Correctional Services by proclamation in the Gazette (e.g. a person who is incarcerated or he or she is unemployed or he or she receives an annual income, after permissible deductions which does not exceed R 14 712, 00 or he or she is married and his or her life partner whose annual income, after permissible deductions does not exceed R27 192, 00 per annum, etc.) (see par 14(2)(g) of NI 14 of 2019).