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**MANUAL TO ACCESS INFORMATION  
IN TERMS OF SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT**

**INTRODUCTION TO THE BUSINESS**

**SECTION A – OUR DETAILS**

Full Name:	The Office Administrator
Registration Number:	N/A
Registered Address:	18 The Sandals Sedgefield 6573
Postal Address:	P O Box 978 Sedgefield 6573
Telephone Number:	044 343-1515
Fax Number:	086 6104938
E-mail:	<a href="mailto:leighleigh@polka.co.za">leighleigh@polka.co.za</a>
Website:	<a href="http://www.officeadministrator.co.za">www.officeadministrator.co.za</a>
Head:	Leigh-Ann Ralph
Designated Info Officer:	Leigh-Ann Ralph

**SECTION B – THE OFFICIAL SA HUMAN RIGHTS COMMISSION GUIDE: -**

*Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. The SAHRC Guide will contain the following information: The objects of the Act; Particulars of the information officer of every public body; Particulars of every private body as are practicable; The manner and form of a request for access to information held by a body; Assistance available from both the information officers and the Human Rights Commission in terms of this Act; All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application; Schedules of fees to be paid in relation to requests for access to information; Regulations made in terms of the Act. Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows: South African Human Rights Commission, Promotion of Access to Information Act Unit, Private Bag 2700, Houghton 2041 Telephone: (011) 484-8300 ; Fax: (011) 484-0582; website: [www.sahrc.org.za](http://www.sahrc.org.za); Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)*

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**SECTION C – INFORMATION AVAILABLE FROM THIS BUSINESS IN TERMS OF THE ACT**

**1. CATEGORIES OF INFORMATION**

a) INFORMATION ON FORM OF BUSINESS

*I am a one man business who deals with small business who Outsource to me 'The Office Administrator' 'Professional Service Providers'. Strictly confidential, professional administration service at competitive rates, effective admin planning services and solutions.*

b) INFORMATION RELATING TO THE PROFESSIONAL STATUS OF PERSONS WORKING IN THE BUSINESS

*I am based in Sedgefield, working from home.*

c) ASSETS, FINANCIAL INFORMATION AND RECORDS

*Annual Financial Statements including: Annual accounts; Bank statements; orders, invoices, statements & receipts*

d) EMPLOYEMENT RECORDS

*Self employed.*

e) PENSION AND RETIREMENT FUND RECORDS

*Personal*

f) HEALTH AND SAFETY

*N/A*

g) PROPERTY (FIXED AND MOVABLE)

*N/A*

h) INTELLECTUAL PROPERTY

*N/A*

i) AGREEMENTS AND CONTRACTS

*Agreements with clients*

j) TAXATION & VAT

*Copies of all Income Tax Returns and other tax returns and documents relating to Income, not VAT registered.*



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k) LEGAL

N/A

l) INSURANCE

General

## 2. PROCEDURE FOR REQUESTING ACCESS TO THE ABOVE INFORMATION

*If you wish to request access to any of the above categories of information, you are required to complete a request form available from: our information officer (see above); the SAHRC website [www.sahrc.org.za](http://www.sahrc.org.za) or the Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)). There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges. Access to information is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.*

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