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CIPC Reg Nº: 2016/274655/08 VAT Reg Nº: 4940275813

Manual for:

THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS NPC (also referred to as SAIAT) prepared in terms of the requirements of the PROMOTION OF ACCESS TO INFORMATION ACT No. 2 of 2000

(hereinafter referred to as the "Act")

1. Introduction

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information held by another person that is required for the exercise or protection of any rights.

Specifically, section 51(1) of the Act provides that within six months after the commencement of this section on 31 December 2011, or within six months after coming into existence of the private body concerned, the head of a private body must compile a manual that must contain information regarding the subjects and categories of records held by such private bodies.

In this context, a "private body" is defined as any natural person who carries or has carried on any trade, business or profession, but only in such capacity or any partnership which carries or has carried on any trade, business or profession or any former or existing juristic person (e.g. any company, close corporation or business trust).

THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS NPC
DIRECTORS
FJA DEKKER (Managing), L STRÖHMENGER, M SMITH
OFFICE BEARERS
L STRÖHMENGER (President), S KEUTER (Vice President)

The South African Institute of Architectural Technologists NPC (SAIAT) falls within the definition of a "private body", and this Manual has been compiled in accordance with the said provisions and to fulfil the requirements of the Act.

Under the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act expressly provides that the information may not be released. In this context, Section 9 of the Act recognises that access to information can be limited. The limitation applies where release would threaten the protection of privacy, commercial confidentiality, or the efficient exercise of governance.

Accordingly, this manual provides a reference to the records held by The South African Institute of Architectural Technologists NPC (SAIAT) and the process to access such records.

All requests for access to information (other than information that is available to the public) must be addressed to the Head of the Business named in section 2 of this Manual.

2. Business and Contact Details

Name of Business:	The South African Institute of Architectural Technologists NPC (SAIAT)
Head of Business:	Frans Johannes Abraham Dekker
Position:	Managing Director
Postal Address:	Postnet Suite 31 Private Bag X10016 EDENVALE 1610
Physical Address:	AMR Building 3 9 Concorde East Road BEDFORDVIEW 2007
Telephone Number:	010 446 0218
Email Address:	info@saiat.org.za
Websites:	https://www.saiat.org.za; https://cpd.saiat.org.za, https://imatec.saiat.org.za

3. Manual and Guidelines

Any enquiries relating to this guide should be directed to:

The Chief Executive Officer
The South African Human Rights Commission
2nd Floor,
Braampark Forum 3
33 Hoofd Street
BRAAMFONTEIN
2017

Telephone	011 877 3750
Fax	011 403 0668

Copies of the Guide (in English) are also available at the following places:

- Copies of the Guide are also available at the following places:
- The office of the Government Communications and Information Services;
- Library of Parliament, Cape Town;
- The South African Library, Cape Town;
- Natal Society Library, Pietermaritzburg;
- The State Library in Pretoria;
- City Library Services, Bloemfontein;
- The National Film, Video and Sound Archives, Pretoria;
- Copies of the Guide are also available in all official languages at the following offices:
- All offices of public bodies;
- All Magistrates' Offices;
- All offices of the Department of Justice and Constitutional Development;
- All Post Offices;

The Guide is also available at all offices and on the website of the South African Human Rights Commission, www.sahrc.org.za

4. Records available in terms of Section 52(2) of the Act

Not applicable.

5. Records that are held at the offices of the business

The following is a list of records that are held at the business's office:

Administration

- Statutory Returns
- Membership Details
- Minutes of Annual General Meetings
- Minutes of Special General Meetings
- Minutes of Board of Directors Meetings
- Minutes of National Committee of Members Meetings
- Correspondence
- Constitution and Regulations of the Association
- Certificate of Recognition as a Voluntary Association by The South African Council for the Architectural Profession in terms of Act 44 of 2000

Human Resources

- Conditions of Service
- Employee Records
- Employee Contracts
- Statutory Records
- Information relating to Labour

Relations Operations

- Brochures and Company Information
- Annual Reports
- Information regarding Value-added services offered to members
- Information about services rendered to the architectural profession

Finances

- Annual Financial Statements
- Asset Register
- Banking Records
- Budgets
- Contracts
- Financial Transactions
- General Correspondence
- Insurance Information
- Tax Records

Information Technology

- IT Policies and Procedures
- Manuals

Statutory Records

At present, these include records (if any) held in terms of:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Value Added Tax Act 89 of 1991
- Architectural Professions Act 44 of 2000

6. Information Request Procedure

a. The requester must use the prescribed form to make the request for access to a record. A request form is available from our offices or at www.accesstoinfo.co.za

b. The request must be made to the Head of Business named in Section 2 above. This request must be made to the address, fax number or electronic mail address of the business.

c. The requester must provide sufficient detail on the request form to enable the Head of Business 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 should be used to inform the requester. If this is the case, please furnish the necessary particulars to be so informed.

d. The requester must identify the right that is sought to be exercised or to be protected and must provide an explanation of why the requested record is required for the exercise or protection of that right.

e. If a request is made on behalf of another person, the requester must submit proof of the capacity to which the requester is making the request to the satisfaction of the Head of Business aforesaid.

f. The prescribed request fee must be attached.

The organisation will respond to your request within 20 working days of receiving the request by indicating whether your request for access has been granted or denied.

Please note that the successful completion and submission of a request for access form does not automatically allow the requestor access to the requested record.

Access will be granted to a record only if the following criteria are fulfilled:

i. The record is required for the exercise or protection of any right; and

ii. The requestor complies with the procedural requirements set out in the Act relating to a request; and

iii. Access to the record is not refused in terms of any ground for refusal as contemplated in Chapter 4 of Part 3 of the Act.

7. Denial of access

Access to any record may be refused under certain limited circumstances. These include:

i. The protection of personal information from unreasonable disclosure concerning any natural person;

ii. The protection of commercial information held concerning any third party (for example, trade secrets);

iii. The protection of financial, commercial, scientific or technical information that may harm the commercial or financial interests of any third party;

iv. Disclosures that would result in a breach of a duty of confidence owed to a third party;

v. Disclosures that would jeopardise the safety or life of an individual;

vi. Disclosures that would prejudice or impair the security of property or means of transport;

vii. Disclosures that would prejudice or impair the protection of a person in accordance with a witness protection scheme;

viii. Disclosures that would prejudice or impair the protection of the safety of the public;

ix. Disclosures that are privileged from production in legal proceedings unless the privilege has been waived;

x. Disclosures of details of any computer programme;

xi. Disclosures that will put The South African Institute of Architectural Technologists NPC (SAIAT) at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;

xii. Disclosures of any record containing any trade secrets, financial, commercial, scientific, or technical information that would harm the commercial or financial interests of The South African Institute of Architectural Technologists NPC (SAIAT);

xiii. Disclosures of any record containing information about research and development being carried out or about to be carried out by The South African Institute of Architectural Technologists NPC (SAIAT);

If access to a record or any other relevant information is denied, our response will include:

i. Adequate reasons for the refusal; and

ii. Notice that you may lodge an application with the court against the refusal and the procedure, including details of the period for lodging the application.

8. Fees

The applicable fees are prescribed in terms of the Regulations promulgated under the Act. There are two basic types of fees payable under the Act.

Request Fee

The non-refundable request fee of R 50.00 (excluding VAT) is payable on submission of any request for access to any record. This does not apply if the request is for personal records of the requestor. No fee is payable in such circumstances.

Access Fee

The access fee is payable prior to being permitted access to the records in the required form. The applicable fees are prescribed in terms of Part III of Annexure A as identified in Government Notice Number 187, Regulation 11.

9. Manual Availability

This Manual is available at the offices of the South African Human Rights Commission.

The Manual is also available at www.saiat.org.za.

Copies may also be obtained from the Head of Business of the South African Institute of Architectural Technologists NPC (SAIAT).

In respect of hard copies, any transmission costs or postage will be for the account of the requester.