



MANUAL PREPARED IN TERMS OF SECTION 51

of

**The Promotion of Access to Information Act 2 of 2000 (hereinafter referred to as the "Act")
for assistance in requesting information from:**

LPGSA

(Reg. No. 1995/005678/08)

(hereinafter collectively referred to as "the Association")

Every private body specified in the Act, including a Non-profit company as defined in the Companies Act 61 of 1973 or 71 of 2008, must lodge a copy of this manual with the South African Human Rights Commission (hereinafter referred to as "SAHRC")

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Annexure 1-2 – Prescribed Forms

A. Contact details for the head of the private body

Name of private bodies	LPGSA NPC
Name of head of private body	Gadibolae Dihlabi
Registered street address	4 KYA SANDS ROAD KYA SANDS 2169 GAUTENG SOUTH AFRICA
Postal address	PO BOX 456 PINEGROWRIE 2123 GAUTENG SOUTH AFRICA
Telephone number	011 886 9702
Cell number	083 867 5389
E-mail address	Gadibolae@lpgas.co.za
A person duly authorized to assist the head of the private body with duties imposed by the Act	Nirvan Brijlal

B. South African Human Rights Commission guide

The SAHRC is required to compile a guide to assist people in exercising their rights under the Act. For further assistance, contact the SAHRC on:

Address: PAIA Unit, The Research and Documentation Department, Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Web site: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za



C. Information available in terms of other legislation (Section 51(1) (d))

The LPGSA NPC holds information in terms of the following legislation:

- Basic Conditions of Employment Act, No. 75 of 1977
- Companies Act, No. 61 of 1973 and 71 of 2008
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Employment Equity Act, No. 55 of 1998
- Income Tax Act, No. 68 of 1962
- Insolvency Act, No. 24 of 1963
- Labour Relations Act, No. 66 of 1978
- Occupational Health and Safety Act, No. 85 of 1993
- Skills Development Act, No. 97 of 1988
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Contribution Act, No. 4 of 2002
- Unemployment Insurance Act, No. 30 of 1966
- Value Added Tax Act, No. 89 of 1991
- The Gas Act 48 of 2001
- The Petroleum Pipelines Act 60 of 2003
- The Petroleum Products Act 120 of 1977

D. Information forming part of the records (Section 51(1) (e))

6.1 Administration and management

- Statutory records
- Training records
- Administrative records
- Risk, security and safety records
- Commercial contracts

6.2 Finance

- Accounting records
- Salaries and wages records
- Creditor's and debtor's records
- Taxes and levies records
- Operational expenditure records
- Financial statements
- Asset inventories

6.3 Members

- Members database



- Member training records
- Member accounts
- Member files
- Member applications
- Information contemplated by Protection of Personal Information (4 of 2013)
- Applications signed by the directors of members

6.4 **Information technology**

Infrastructure and systems

6.5 **Services offered**

- Issuing of permits pertaining to cylinder verification scheme
- Issuing of permits pertaining to gas appliances
- Course enrolment for training and education pertaining to LPG safety
- Registration as an authorized LP Gas Practitioner with SAQCC GAS

E. Accessing a record held by the Association

- The request must be made to the head of the Association at the above contact details.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and regulations as shown in Annexure “1.”
- The requester must provide sufficient detail on the request form to enable the head of the Association, through the duly authorized representative, to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the request is being made.
- The head of the Association must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before processing the request. The prescribed fee is in the Regulations of the Act, and set out in Annexure “2” hereto.
- The head of the Association will then make a decision in accordance with the provisions of the Act, whether to grant the request or not and notify the requester of the decision.
- If the request is granted, a further fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- Legal remedies are available to a requester who believes that there has been a failure to comply with the Act. The requester may lodge an appeal or an application to court.
- Section 54 of the Act provides for a private body to require a request fee to be paid by a requester before processing a request. Information in regard to the fees payable is set out in Annexure 2.



F. Availability of the manual

The Association's manual is available for inspection free of charge at the registered address of the Association. A copy of the manual is also available from SAHRC.

G. Information available without having to request access (Section 51(1)(c))

The Association's web site: <https://www.lpgas.co.za/> is available to anyone with access to the Internet, and contains the following pages:

- Home
- About us
- About LPG
- Safety
- Industry resources
- Training
- Media Room
- Contact us



1 ANNEXURE "1"

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/Designated Person: _____

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 ONLY if a request for information is made on behalf of another 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 attaché 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 than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of 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: _____
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Mark the appropriate box with an **x**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available
- (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.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

	Copy of record*		Inspection of record
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2. If the record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

	View the images		Copy of the images*		Transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

	Printed copy of record*		Printed copy of information derived from the record*		Copy in computer readable form* (stiffy or compact disc)
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* 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
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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 the ___ day of _____ 2021.

WITNESS:

1. _____

2. _____

**SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE**



ANNEXURE “2”

CHARGE SHEET FOR ACCESS TO INFORMATION ACT 2 OF 2000 REQUESTS

<i>REQUESTER'S DETAILS</i>	PREPARED BY:
Name:	Name:
Address:	Date:
	Signature
Ref No:	Approved

<i>ACCESS FESS FOR REPRODUCTION</i>		
1.	For every photocopy of an A4-size page or part thereof	R1.10
2.	For every photocopy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
3.	For a copy in a computer-readable form on stiffy disc	R7.50
4.	For a copy in a computer-readable form on compact disc	R70.00
5.	For a transcription of visual images for an A4-size page or part thereof	R40.00
6.	For a copy of visual images	R60.00
7.	For a transcription of an audio record for an A4-size page or part thereof	R20.00
8.	For a copy of an audio record	R30.00
<i>ACCESS FEE FOR TIME SPENT</i>		
1.	The time reasonably spent required to search for the record for disclosure and preparation	R30.00/hr or part thereof
<i>REQUEST FEE</i>		



1.	For a request for access to a record by a person other than a personal requester	R50.00
<i>DEPOSIT</i>		
1.	One third of the access fee is payable as a deposit by the requester	
2.	Six hours as the hours to be exceeded before a deposit is payable	
<i>POSTAL FEE</i>		
1.	When a copy of a record must be posted to the requestor (the actual cost thereof)	
<i>APPEAL FEES</i>		
1.	For lodging an internal appeal by a requester against the refusal of his/her request for access to a record	R50.00
<i>VAT</i>		
1.	Private bodies registered under the Value Added Tax Act, 1991, may add VAT to all the above-mentioned fees	
	TOTAL	