

**MARK JURGENS CC T/A INTERSOL**  
**MANUAL IN TERMS OF SECTION 51**  
**OF THE**  
**PROMOTION OF ACCESS TO INFORMATION ACT**

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## **CONTACT DETAILS**

MARK JURGENS CC T/A INTERSOL'S main business is ELECTRICAL DESIGN and operates its business at 52 JACARANDA CRESCENT, FAIRBRIDGE HEIGHTS EXTENSION, UITENHAGE

The contact details of MARK JURGENS CC T/A INTERSOL are as follows: \_

**Head Person:** MR MARK JURGENS  
**Postal Address:** P O BOX 1027, UITENHAGE, 6230  
**Physical Address:** 52 JACARANDA CRESCENT, FAIRBRIDGE HEIGHTS  
EXTENSION UITENHAGE  
**Phone No:** (041) 922 7468  
**Fax No:** (086) 514 7494  
**E-mail address:** [admin@intersol.co.za](mailto:admin@intersol.co.za)

### 2. **SECTION 10 GUIDE ON HOW TO USE THE ACT**

The guide is available from the South African Human Rights Commission. Please direct any queries to:-

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag X2700  
Houghton 2041  
Tel: + 27 11 877 3600  
Website [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail [dmalesa@sahrc.org.za](mailto:dmalesa@sahrc.org.za)

### 3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

The acts listed below could be applicable to the operations of MARK JURGENS CC T/A INTERSOL

1. Administration of Estates Act, No. 66 of 1965.
2. Arbitration Act No. 42 of 1965.
3. Basic Conditions of Employment No. 75 of 1997
4. Close Corporations Act No. 69 of 1984.
5. Companies Act No. 71 OF 2008
6. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993.
7. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
8. Copyright Act No. 98 of 1978
9. Credit Agreements Act No. 75 of 1980.
10. Currency and Exchanges Act No. 9 of 1933
11. Debtor Collectors Act No. 114 of 1998
12. Employment Equity Act No. 55 of 1998
13. Finance Act No. 35 of 2000
14. Financial Services Board Act No. 97 of 1990

15. Financial Relations Act No. 65 of 1976
16. Harmful Business Practices Act No. 23 of 1999
17. Income Tax Act No. 58 OF 1962 AS AMENDED
18. Insolvency Act No. 24 of 1936.
19. Insurance Act No. 27 of 1943.
20. Intellectual Property Laws Amendments Act No. 38 of 1997.
21. Labour Relations Act No. 66 of 1995.
22. Long Term Insurance Act No. 52 of 1998.
23. Medical Schemes Act No. 131 of 1998.
24. Occupational Health & Safety Act No. 85 of 1993.
25. Pension Funds Act No. 24 of 1956.
26. Post Office Act NO. 44 of 1958.
27. Protection of businesses Act No. 99 of 1978.
28. Auditing Profession Act No 26 of 2005
29. Regional Services Councils Act No. 109 of 1985
30. SA Reserve Bank Act No. 90 of 1989
31. Short Term Insurance Act No. 53 of 1998
32. Skills Development Levies Act No. 9 of 1999.
33. Skills Development Act No. 97 of 1998
34. Stamp Duties Act No. 77 of 1968.
35. Stock Exchange Control Act NO. 1 of 1985.
36. Tax on Retirement Funds Act No. 38 of 1996.
37. Trade Marks Act No. 194 of 1993.
38. Unemployment Contributions Act No. 4 of 2002.
39. Unemployment Insurance Act No. 63 of 2001.
40. Usury Act No. 73 of 1968.
41. Value Added Tax Act No. 89 of 1991.

4. **ACCESS TO THE RECORDS HELD BY MARK JURGENS CC T/A INTERSOL**

4.1 Not applicable.

4.2 Classification of records.

4.2.1 Administration

- Licences
- Minutes of Management Meetings
- Minutes of Staff Meetings
- Correspondence

Human Resources

- Employment Contracts
- Remuneration records and policies
- Human resource policies and procedures

Operations

- Sales Records
- Production Records
- Client Listing

Finances

- Financial Statements
- Annual Financial Statements
- Stock Records
- Asset Inventory

4.3 **THE REQUEST PROCEDURES ARE AS FOLLOWS:-**Form of request

- ◆ The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- ◆ The requester must provide sufficient detail on the request form to enable the head of the private body 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 is to be used to inform the requester and state the necessary particulars to be so informed.
- ◆ The requester must identify the right that is sought to be exercised or to be protected 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 another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R 50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. **AVAILABILITY OF MANUAL**

This manual is available for inspection at the physical address as listed on page 1 free of charge. Copies have been made available to the SAHRC.