

SOUTHERN AFRICAN-GERMAN CHAMBER OF COMMERCE AND INDUSTRY

# MANUAL

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PAIA

**Heidel Bekker**

**11/30/2011**

Prepared in accordance with section 51 of the Promotion of Access to information Act (PAIA),  
Number 2 of 2000 ('the Act')

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## Introduction:

The Southern African-German Chamber of Commerce and Industry – with offices in Johannesburg, Cape Town and Durban – is the official authorized representative of German industry and trade for Southern Africa. As a private, non-profit organisation, our primary goal is to offer the best service for promoting bilateral business relations between Southern Africa and Germany.

## Section A: Table of Contents of the Section 51 Manual

1. Contact details and the person to whom requests, pursuant to the provisions of the Act, should be made
2. The Section 10 guide on how to use the Act
3. Records available in terms of any other legislation
4. Access to records held:
5. Information available without having to request access in terms of the Act (section 51(1)(c ) of Act)
6. Records that may be requested in terms of the Act (section 51(1)(e) of the Act)
7. Form of Request
8. Other information as may be prescribed
9. Availability of the manual

## Section B:

- 1) Contact details and the person to whom request, pursuant to the provisions of the Act, should be made (section 51(1) (a) of the Act):

|                 |  |
|-----------------|--|
| Name of body:   | Southern African-German Chamber of Commerce and Industry               |
| Head of body:   | Acting Chief Executive<br>Mr Matthias Boddenberg                       |
| Postal Address: | P.O. Box 87078, Houghton, 2041,<br>Johannesburg, South Africa          |
| Street Address: | 47 Oxford Road, Forest Town, 2193                                      |
| Business Phone: | +27 (0)11 486 2775   |
| Business Fax:   | +27 (0)11 486 3625   |
| E-Mail:         | <a href="mailto:info@germanchamber.co.za">info@germanchamber.co.za</a> |

- 2) The section 10 guide on how to use the Act (section 51(1)(b) of the Act):

Please Contact:

The South African Human Right Commission  
PAIA Unit  
The Research and Documentation Department

|                 |  |
|-----------------|--|
| Postal Address: | Private Bag 2700, Houghton, 2041                         |
| Business Phone: | +27 (0)11 484 8300                                       |
| Business Fax:   | +27 (0)11 484 0582                                       |
| E-Mail:         | <a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a> |
| Web:            | <a href="http://www.sahrc.org.za">www.sahrc.org.za</a>   |

3) Records available in terms of any other legislation (section 51 (1)(d) Of the Act)

Basic Conditions of the Employment Act 75 of 1997  
Companies Act 61 of 1973  
Compensation for Occupational Injuries and Diseases  
Act 130 of 1993  
Copyright Act 98 of 1967  
Employment Equity Act 55 of 1998  
Income Tax Act 95 of 1967  
Labour Relations Act 66 of 1995  
Medical Schemes Act 131 of 1998  
Occupational Health & Safety Act 85 of 1993  
Pension Funds Act 24 of 1956  
Skills Development Levies Act 9 of 1999  
Unemployment Insurance Act 63 of 2001  
Value Added Tax Act 89 of 1991

4) Access to records held (section 51 (1)(c) and 51 (1)(e) of the Act)

- a) Information available without having to request access in terms of the Act (section 51(1)(c) of the Act)

Chamber's web site [www.germanchamber.co.za](http://www.germanchamber.co.za) is accessible to anyone with access to the Internet and contains the following pages:

|                   |             |
|-------------------|-------------|
| Services          | Home        |
| Trade Fairs       | About Us    |
| Members           | Contact     |
| Events            | Internships |
| Publications      | Links       |
| News              | Imprint     |
| Representation    | Sitemap     |
| Competence Centre |             |
| Branch Offices    |             |

The Chamber's information centre contains a collection of works on business-related topics which are already in the public domain and available elsewhere (i.e. government legislation business journals, magazines, directories company reports, newspapers, etc.). Persons wishing to make use of the facilities do so in accordance with the Chamber's membership policies. Any costs that are incurred will be for the account of the user.

Information concerning becoming a member, services brochures and publications.

b) Records that may be requested in terms of the Act (section 51(1)( e) of the Act)

- Operational information
- Defined as information needed in the day-to-day running of the Chamber and generally of little to no use to persons outside the Chamber.
- Communications
- Correspondence to and from persons within and outside the organization since 1952.
- Circulars
- Other information
  - Statutes of the Chamber management records
  - Membership records financial records
  - Personnel records minute books

c) Form of request

5) Other information as may be prescribed (section 51(1)(f) of the Act)

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

6) Availability of the manual (section 51 (3) of the Act)

This manual is currently available as follows:

- Published in the Government Gazette
- Available from the Human Rights Commission
- At the Chamber's web site [www.germanchamber.co.za](http://www.germanchamber.co.za)
- In hard copy to be viewed free of charge, at the offices of the Chamber
- 47 Oxford Road, Forest Town, 2193