

PURSCH ARTISTES

PROMOTION OF ACCESS TO INFORMATION MANUAL

1. INTRODUCTION

- 1.1. “Pursch Artistes” or “we” refers to Pursch Artistes, a close corporation registered in the Republic of South Africa.
- 1.2. This manual was compiled in accordance with the Promotion of Access to Information Act, 2000 (“PAIA”).
- 1.3. The latest copy of this manual is available on our website, <http://www.purschartistes.co.za/>. This manual will be updated as required or when the relevant legislation changes.

2. CONTACT DETAILS

Information Officers:	Lindsay Schaal and Hayley Cunningham
Street Address:	Unit 201-202, The Foundry 74 Prestwich St De Waterkant 8001
Postal Address	As above
Telephone:	021 418 1144 083 603 0051
E-mail:	info@purschartistes.co.za
Website:	http://www.purschartistes.co.za/

3. THE GUIDE ON HOW TO USE PAIA

A guide has been compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in PAIA. The guide has been made available in each official language in the *Government Gazette* and is available for inspection by the public at the offices of the South African Human Rights Commission (Private Bag 2700, Houghton, 2041 or telephone number +27 11 877 3803 or fax number +27 11 403 0668 or www.sahrc.org.za).

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are kept in accordance with all legislation applicable to Pursch Artistes including, amongst others, the following legislation, as amended from time to time:

- 3.1. the Companies Act, 2008;
- 3.2. the Income Tax Act, 1962;
- 3.3. the Value-Added Tax Act, 1991;
- 3.4. the Basic Conditions of Employment Act, 1997;
- 3.5. the Labour Relations Act, 1995;
- 3.6. the Occupational Health and Safety Act, 1993;
- 3.7. the Unemployment Insurance Act; and
- 3.8. the Consumer Protection Act, 2008.

5. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

No notice of such records has been submitted to the Minister responsible for the administration of justice in South Africa.

6. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS ON WHICH RECORDS ARE HELD BY PURSCH ARTISTES AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSSED

6.1. How to Request a Record

6.1.1. In order to request a record:

- 6.1.1.1. use the prescribed form available at www.sahrc.org.za;
- 6.1.1.2. address the request to the Information Officers whose details appear in paragraph 2 above;
- 6.1.1.3. provide sufficient detail on the request form to enable the Information Officers to identify the record and the identity of the requester;

6.1.1.4. indicate which form of access is required and supply the necessary particulars to be so informed; and

6.1.1.5. identify the right that you are seeking to exercise or protect and explain why the requested record is required for the exercise or protection of that right.

6.1.2. If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

6.2. Subject and Categories of Records held by Pursch Artistes

6.2.1. Operational Information – information required in the day-to-day running of Pursch Artistes and is generally of little use to persons outside the corporation e.g. internal telephone lists, address lists, policies, directives, and general “housekeeping” information;

6.2.2. Client (Artist) Records – information relating to artists that Pursch Artistes represents and/or provides services to;

6.2.3. Personnel Records – information relating to any person who works for, or provides services to or on behalf of Pursch Artistes, and receives or is entitled to receive remuneration therefor and any other person who assists in carrying out or conducting the business of the corporation e.g., conditions of employment and other personnel-related contractual and quasi-legal records, correspondence relating to personnel, etc.;

6.2.4. Financial Records – financial statements, financial and tax records, asset register, management accounts; and

6.2.5. Marketing – market information, public customer information, field records, performance records, marketing strategies, client database.

7. PRESCRIBED FEES

The prescribed fees below were published by the Minister of Justice and Constitutional Development in the Government Gazette No. 23119, General Notice No. 187 of 15 February 2002:

Access Fees for Reproduction	
Each photocopy of A4 sized part or a part thereof	R1.10
Each photocopy of A4 sized page or part thereof held on a computer or in electronic or machine readable form	R0.75
Copy of a computer readable memory stick	R7.50
Copy of a computer readable compact disc	R70.00
Transcript copy of visual images of an A4 sized page or part thereof	R40.00
Copy of visual images	R60.00
Transcription of an audio record on an A4 sized page or part thereof	R20.00
Copy of the audio record	R30.00
Times reasonably spent to locate a record and preparation for the disclosure or part thereof	R30.00 per hour
Request Fees	
Access to a record containing personal information of the requestor	Free
Any other access to a record made by a requestor	R50.00
Postal Fees	
Postage of a record to the Requestor	Actual postal fee paid

All payments shall be made in the form of electronic funds transfer to the Pursch Artistes bank account, the details of which are as follows:

Bank: First National Bank

Account Number: 623 8744 8890

Account Name: PURSCH ARTISTES cc

Branch Code: 260209

Reference: PAIA [Name] [Surname]