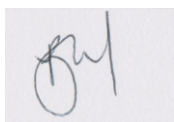




DAVEST TRADING 36 (PTY)  
LTD

**RADIO ACTIVE  
PRODUCTIONS PUBLISHING**

2012/149598/07





DAVEST TRADING 36 (PTY) LTD  
**RADIO ACTIVE PRODUCTIONS PUBLISHING**  
2012/149598/07

INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

|  |  |
|--|--|
| Company directors  | Bronwen Nel<br>Pauline Cordell                         |
| Postal Address of head of Radio Active Productions Publishing          | P.O. Box 27260<br>Greenacres<br>Port Elizabeth<br>6057 |
| Street address of head office of Radio Active Productions Publishing   | 15 third Avenue<br>Newton Park<br>Port Elizabeth       |
| Telephone Number of head office of Radio Active Productions Publishing | 041 364 1937   |
| Fax Number of head office of Radio Active Productions Publishing       | 041 364 1937 –(telefax)                                |
| Email address of head of Radio Active Productions Publishing           | bronwenrapp@live.co.za                                 |

**DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)**  
A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

**THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**  
At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

**RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**  
Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001

- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

SUBJECTS AND CATEGORIES OF RECORDS HELD BY Radio Active Productions Publishing: SECTION 51(1)(e)

1. COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association

2. FINANCIAL RECORDS

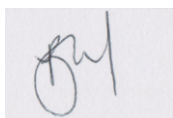
- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

3. INCOME TAX RECORDS

- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
  1. VAT
  2. Regional Services Levies
  3. Skills Development Levies
  4. UIF
  5. Workmen's Compensation

4. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts -independent contractors
- Medical Aid records
- Disciplinary records
- Salary records – independent contractors
- SETA records – Rapp is a training provider

A small, square, light-colored box containing a handwritten signature in dark ink. The signature is stylized and appears to be the initials 'R' and 'A'.

- Disciplinary code
- Leave records
- Training records
- Training Manuals

#### DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

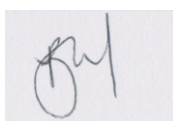
- The requester must complete request Form and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address
- The form must: provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
- indicate which form of access is required,
- specify a postal address or fax number of the requester in the Republic,
- identify the right that the requester 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 in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
- if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body

#### FEES

##### **Fees for records of public body**

The fee for reproduction, referred to in section 15(3:1 of the Act, is as **follows**:

| Item  | R     |
|---|-------|
| For every photocopy of <b>an</b> A4-size page or part thereof   | 0,60  |
| For every printed copy <b>of</b> an A4-size page or <b>part</b> thereof held on a computer or in electronic or <b>machine</b> readable form | 0,40  |
| For <b>a</b> copy in a computer-readable form <ul style="list-style-type: none"> <li>• Stiffy disk</li> <li>• Compact disk</li> </ul>       | 5.00  |
|   | 40,00 |
| For a transcription of visual images, for an A4-size page or part thereof   | 22,00 |
| For a copy of visual images   | 60.00 |
| For a transcription of an audio record, for an A4-size page or part thereof   | 12.00 |
| For a copy of an audio record   | 17.00 |



The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is R 35,00

The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:

| Item  | R     |
|---|-------|
| For every photocopy of <b>an</b> A4-size page or part thereof   | 0,60  |
| For every printed copy <b>of</b> an A4-size page or <b>part</b> thereof held on a computer or in electronic or <b>machine</b> readable form | 0,40  |
| For <b>a</b> copy in a computer-readable form   | 5.00  |
| • Stiffy disk   |       |
| • Compact disk  | 40,00 |
| For a transcription of visual images, for an A4-size page or part thereof   | 22,00 |
| For a copy of visual images   | 60.00 |
| For a transcription of an audio record, for an A4-size page or part thereof   | 12.00 |
| For a copy of an audio record   | 17.00 |

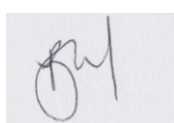
To search for the record for disclosure, R 1500 for each hour Or Part of an hour. excluding the first hour, reasonably required for such search.

The actual postal fee is payable when a copy of a record must be posted to a requester

For purposes of section 22(2) of the Act the following applies:

- (a) **Six** hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as-a deposit by the requester.

**Form of request** A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form B of the Annexure.



### **Fees for records of private body**

The fee for reproduction referred to in section 52(3) of the Act, is as follows:

| Item  | R     |
|---|-------|
| For every photocopy of <b>an</b> A4-size page or part thereof   | 1,10  |
| For every printed copy <b>of</b> an A4-size page or <b>part</b> thereof held on a computer or in electronic or <b>machine</b> readable form | 0,75  |
| For <b>a</b> copy in a computer-readable form   | 7,50  |
| • Stiffy disk   |       |
| • Compact disk  | 70,00 |
| For a transcription of visual images, for an A4-size page or part thereof   | 40,00 |
| For a copy of visual images   | 60,00 |
| For a transcription of an audio record, for an A4-size page or part thereof   | 20,00 |
| For a copy of an audio record   | 30,00 |

The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is R 50,00.

### **Value -added tax**

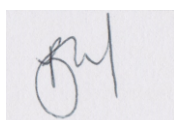
**8.** Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991). as vendors may add value added tax to all fees prescribed in terms of these regulations.

### **Notice of internal appeal**

Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Annexure.

### **Appeal fees**

The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75(3)(a) of the Act, is R 50,00





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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

|                              |  |
|------------------------------|--|
| <b>CEO:</b>                  | Bronwen Nel  |
| <b>Head office address:</b>  | Unit 2,<br>Cotswold office Park,<br>21 Barton Road<br>Cotswold,<br>Port Elizabeth,<br>6057 |
| <b>Telephone:</b>            | 041 364 1937   |
| <b>Fax:</b>                  | 041 364 1937 (Telefax)   |
| <b>Email address of CEO:</b> | bronwenrapp@live.co.za   |

B. Particulars of person requesting access to the record

The particulars of the person who requests access to the record must be given below.  
Capacity in which request is made, when made on behalf of another person: (proof of capacity must be attached)

|                         |  |
|-------------------------|--|
| Full names and surname: |  |
| Identity number:        |  |
| Postal address:         |  |
| Fax number:             |  |
| Telephone number:       |  |
| E-mail address:         |  |

C. Particulars of person on whose behalf request is made

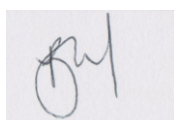
This section must be completed *ONLY* if a request *for information* is made on behalf of *another* person.

|                         |  |
|-------------------------|--|
| Full names and surname: |  |
| Identity number:        |  |

#### D. Particulars of record

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. Should more than one record be needed please list in the table provided below (if the space is inadequate please continue on a separate sheet)

|   |  |
|---|--|
| Description of record or relevant part of the record: |  |
| Reference number, if available:                       |  |
| Any further particulars of record:                    |  |
|   |  |
| Description of record or relevant part of the record: |  |
| Reference number, if available:                       |  |
| Any further particulars of record:                    |  |
|   |  |
| Description of record or relevant part of the record: |  |
| Reference number, if available:                       |  |
| Any further particulars of record:                    |  |
|   |  |
| Description of record or relevant part of the record: |  |
| Reference number, if available:                       |  |
| Any further particulars of record:                    |  |
|   |  |
| Description of record or relevant part of the record: |  |
| Reference number, if available:                       |  |
| Any further particulars of record:                    |  |





## Fees

- |  |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
|--|

Reason for exemption from payment of fees:

## F. Form of access to record

|  |
|--|
| <p>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.</p> |
|--|

|   |                                  |
|---|----------------------------------|
| Disability:   | Form in which record is required |
| <p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p> |                                  |

Please indicate in which format you require the record to be provided in

|  |  |   |   |     |    |
|--|--|---|---|-----|----|
| <b>1. If the record is in written or printed form:</b>   |  |   |   |     |    |
|  | copy of record*                            |   | inspection of record  |     |    |
| <b>2. If record consists of visual images</b><br>this includes photographs, slides, video recordings, computer-generated images, sketches, etc)          |  |   |   |     |    |
|  | view the images                            | copy of the images"   | transcription of the images*  |     |    |
| <b>3. If record consists of recorded words or information which can be reproduced in sound:</b>  |  |   |   |     |    |
|  | listen to the soundtrack<br>audio cassette | transcription of soundtrack*<br>written or printed document |   |     |    |
| <b>4. If record is held on computer or in an electronic or machine-readable form:</b>  |  |   |   |     |    |
|  | printed copy of record*                    | printed copy of information<br>derived from the record"     | copy in computer<br>readable form*<br>(stiffy or compact disc)  |     |    |
| <p>'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?<br/>Postage is payable.</p> |  |   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table> | YES | NO |
| YES  | NO   |   |   |     |    |

**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..... day of .....20

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

