

## **PAIA**

### **Information Manual for Kay-Dee Educare Centre CC**

(Required in Terms of Section 51 of the Promotion of Access to Information Act,  
No. 2 of 2000)

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## **I - Section 51 Manual for Private Bodies**

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

### **2 - Section 51 (1)(a)**

**Name of Business:** Kay-Dee Educare Centre CC  
**Company Type:** Closed Corporation  
**Nature of Business:** Childcare services and after-school care centre  
**Registration Number:** 1996/008545/23  
**VAT Number** Exempt from VAT in terms of section 12(j) of the VAT Act  
**Contact Person:** Odette Leach  
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**Telephone:** + 27 (0)21 689 9615  
**Fax:** + 27 (0)21 689 9615 / 086 561 9556  
**Website:** <http://www.kaydee.co.za>  
**Email:** [kaydee@kaydee.co.za](mailto:kaydee@kaydee.co.za)

### **3 - Section 51(1)(b)**

**The section 10 Guide on how to use the Act.**

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

**Postal Address:** The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

**Telephone:** + 27 (0)11 484-8300

**Fax:** + 27 (0)11 484-0582

**Web site:** [www.sahrc.org.za](http://www.sahrc.org.za)

**Email:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### **4 - Section 51(1)(d)**

**Information is available in terms of the following legislation, if and where applicable:**

- Basic Conditions of Employment Act No. 75 of 1997
- Closed Corporation Act No. 69 of 1984
- Companies Act No. 61 of 1973
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Unemployment Insurance Act No. 30 of 1966

#### **5 - Sections 51(1)(c) and 51(1)(e)**

##### **Access to the records held [Sections 51(1)(c) and 51(1)(e)]**

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

##### **The Request Procedures**

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the “regulations” section.

**6 - Section 51(1)(f)**

**Other information as may be prescribed.**

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

**7 - Section 51(3)**

**Availability of the material.**

The manual is available at our offices free of charge; and copies are available with the SAHRC, and on our website as listed above.