



**ADDICTION COUNSELOR CERTIFICATIONS SOUTH AFRICA (PTY) LIMITED**

**Registration Number 2014/125692/07**

**MANUAL in terms of Section 51 of**

**The Promotion of Access to Information Act 2/2000**

**(the "ACT")**

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## **1. INTRODUCTION**

Addiction Counselor Certifications South Africa (Pty) Ltd provides quality addiction training and education in South Africa for the treatment of addiction.

Postal Address : 5 Tiverton Road, Plumstead, Cape Town, 7800  
Cape Town, WC, 7800

Physical Address : 5 Tiverton Road  
Plumstead, Cape Town  
WC, 7800

Telephone : 063 687 8386

Website : [www.accsa.co.za](http://www.accsa.co.za)

## **2. COMPANY CONTACT DETAILS**

The CEO of the company is Mr Caleb Atmore. His contact details are –

Telephone : 063 687 8386

Email : [caleb@accsa.co.za](mailto:caleb@accsa.co.za)

## **3. THE ACT**

**3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

**3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

**3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

#### 4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 71 of 2008	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 85 of 1993	Occupational Health and Safety Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 63 of 2001	Unemployment Insurance Act
13	No 97 of 1998	Skills Development Act
14	No 9 of 1999	Skills Development Levies Act

#### 5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>	<p>Freely available on website  <a href="http://www.accsa.co.za">www.accsa.co.za</a></p>
Financial and Employees	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Production records</li> <li>• Personnel records</li> <li>• Internal policies and procedures</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>	<p>Request in terms of PAIA.            Not available.</p>
Marketing	<ul style="list-style-type: none"> <li>• Market Information</li> <li>• Public Customer Information:               <ul style="list-style-type: none"> <li>○ Product Brochures</li> </ul> </li> <li>• Product Sales Records</li> <li>• Marketing Strategies</li> <li>• Customer Database</li> </ul>	<p>Limited Information available on website. (see above)</p> <p>Request in terms of PAIA            Request in terms of PAIA            Request in terms of PAIA</p>

## **6. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).
- 6.2** Address your request to the Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## **7. PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

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Head of Organisation