

SECTION 51 MANUAL
EPR GROUP OF COMPANIES



CONTENTS

INTRODUCTION TO THE EPR GROUP

CONTACT DETAILS OF THE MANAGING DIRECTOR

CONTACT DETAILS OF THE PUBLIC INFORMATION OFFICER

SECTION 10 GUIDE

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

ACCESS TO THE RECORDS HELD BY THE EPR GROUP

RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT

THE REQUEST PROCEDURE

AVAILABILITY OF THE MANUAL

PRESCRIBED FEES

PRESCRIBED FORMS

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INTRODUCTION TO THE EPR GROUP [Section 51(1)(a)]

The EPR Group consists of private companies and close corporations duly registered in terms of the Company Laws of South Africa, and these companies are mainly active within the private security sector.

These companies are:

Elect Protect Response (Pty)Ltd t/a EPR Security

Reg no: 1999/004051/07

38 Fiat Street, Aureus

Randfontein, 1760

Tel: (011) 278 6000

Fax: (011) 693-6245

Directors: J.C. Booysen, K. Booysen

EPR West cc

Reg no: 1998/01741/23

38 Fiat Street, Aureus

Randfontein

Tel: (011) 278 6000

Fax: (011) 693-6245

Members: J.C. Booysen

EPR IT Solutions cc

Reg no: 2004/069415/23

38 Fiat Street, Aureus

Randfontein

Randfontein, 1760

Tel: (011) 278 6000

Fax: (011) 693-6245

Member: J.C. Booysen

Elect Protect Response – Mogale cc

Reg no: 2004/118540/23

38 Fiat Street, Aureus
Randfontein
Randfontein, 1760
Tel: (011) 278 6000
Fax: (011) 693-6245

Members: J.C. Booyesen, P.J. Krogh

KJB Properties (Pty)Ltd

Reg no: 1999/019046/07

38 Fiat Street, Aureus
Randfontein
Randfontein, 1760
Tel: (011) 278 6000
Fax: (011) 693-6245

Directors: J.C. Booyesen, K. Booyesen

CONTACT DETAILS OF THE MANAGING DIRECTOR

Mr. Johannes Cornelius Booyesen
38 Fiat Street, Aureus
Randfontein
Randfontein, 1760
Tel: (011) 278 6000
Fax: (011) 693-6245
Email: jcbooyesen@eprsecurity.com

CONTACT DETAILS OF THE INFORMATION OFFICER

Mr. Petrus Johannes Krogh – Group General Manager
38 Fiat Street, Aureus
Randfontein
Randfontein, 1760
Tel: (011) 278 6000
Fax: (011) 693-6245
Email: pjcrogh@eprsecurity.com

SECTION 10 GUIDE [Section 51(1)(b)]

The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Tel: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

Email: paia@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

Any records that are required to be made available in terms of the Private Security Industry Regulations Act 56 of 2001, the Fire-arms Control Act 60 of 2000, the Basic Conditions of Employment Act 75 of 1997, the Employment Equity Act 55 of 1998, the Skills Development Act 97 of 1998 and Telecommunications Act, as amended from time to time, shall be made available for inspection by interested parties.

ACCESS TO THE RECORDS HELD BY THE EPR GROUP [Section 51(1)(e)]

Upon written notice or use of the prescribed forms, an appointment within reasonable office hours can be made by interested parties to view the records at 13 Park Street, Randfontein, 1760.

Interested parties are requested to contact the Information Officer in order to make such appointment.

RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

In terms of the legislation mentioned above, parties allowed information will not need to submit a formal application, however an appropriate appointment still have to be made.

RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT

The following records will be available on request, however documents relating to financial statements, trade secrets and operational documents will be deemed confidential. Records relating to third parties will only be made available with the consent of that third party.

Administrative:

SIRA inspection reports
SAIDSA membership documentation
Business plan
Frequency licenses (confirmation only)
SARS documentation (VAT, PAYE, SDL) (confirmation only)

Human Resources:

Contracts of employment
Employment Equity plan
Skills Development plan
Provident fund details
Position profiles
Code of conduct
Disciplinary policy and procedure
SIRA inspection reports
UIF confirmation
WCA confirmation

Operations:

Client contracts (confirmation only)
Alarm activation history reports (to clients and insurers only)
Public liability insurance details
Fire-arm licenses
Training confirmation

Finances:

Confidential – Private company

THE REQUEST PROCEDURE [Section 51(3)]

Request for a document not in terms of the Act must be addressed to the Information Officer in writing for an appointment in order to view such documentation.

Request for a document in terms of the Act must be done on the prescribed form to the managing director to the address, fax number or electronic mail address.

The requester must provide sufficient detail on the request to enable the managing director to identify the record, and the preferred manner of receipt.

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the request record is required.

If the request is made on behalf of another person, the requester must then submit proof of the capacity in which the request is made to the satisfaction of the managing director.

Every requester who is not a personal requester must pay the required request fee as follows:

- Payment of fees must first be made before requests are processed;
- The fee payable to EPR is R50,00. The requester may lodge an application to the court against the tender of payment of the request fee.
- After EPR has made a decision on the request, the requester will be informed in the prescribed manner.

PRESCRIBED FEES

The prescribed fees can be obtained at the following website: www.sahrc.org.za

AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of EPR being 13 Park Street, Randfontein, 1760 or via e-mail at jkrogh.epr@netactive.co.za and at the SAHRC offices.

PRESCRIBED FORMS

The prescribed forms can be obtained at the following website: www.sahrc.org.za