

**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

REQUEST FORM (Form C)

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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. Booyesen, K. Booyesen

***EPR West cc***

Reg no: 1998/01741/23

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

Members: J.C. Booyesen

***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. Booyesen

**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](http://www.sahrc.org.za)  
Email: [paia@sahrc.org.za](mailto: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](http://www.sahrc.org.za)

#### AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of EPR being 38 Fiat Street, Aureus, Randfontein, 1760 or on our the website [www.eprsecurity.com](http://www.eprsecurity.com) via e-mail at [pjkrogh@eprsecurity.com](mailto:pjkrogh@eprsecurity.com) and at the SAHRC offices.

#### PRESCRIBED FORMS

The prescribed forms can be obtained at the following website: [www.sahrc.org.za](http://www.sahrc.org.za)

**DATED AT RANDFONTEIN THIS 3<sup>RD</sup> DAY OF DECEMBER 2015**

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**GROUP MANAGING DIRECTOR**  
**J.C. BOOYSEN**

## FORM C

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

The Head:

### B. Particulars of person requesting access to the record

- |     |   |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below.                |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached.                |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

### C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
--

Full names and surname:

Identity number:

### D. Particulars of record

- |     |  |
|-----|--|
| (a) | 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. |
| (b) | 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 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<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>	

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; text-align: center;">YES</td> <td style="width: 50%; border: none; 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