

**BODYTEC Your Time Your Fitness**  
Registration Number 2022/830040/07

**ACCESS TO INFORMATION MANUAL  
(PAIA)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT 2 OF 2000**

## Purpose of the Manual in terms of PAIA

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### MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 (“the Act”) BOODYTEC Your Time Your Fitness

#### COMPANY OVERVIEW:

Rental of residential properties.

Name of Business: **BOODYTEC Your Time Your Fitness**  
Head of the company: Boris Leyck  
Physical Address: 42 Hans Strijdom Avenue, North Wharf Building, Foreshore, Cape Town 8001  
Postal Address: same as above

Telephone: 021 418 3479  
E-mail: [boris@bodytec.co.za](mailto:boris@bodytec.co.za) / [info@bodytec.co.za](mailto:info@bodytec.co.za)  
Website: [www.bodytec.co.za](http://www.bodytec.co.za)

#### 1. Request for access to information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact **Boris Leyck**

In terms of section 25(2) it states that if the request for access is granted, the notice in terms of subsection (1)(b) must state:

- The access fee (if any) to be paid upon access;
- The form in which access will be given; and
- Provide sufficient details to enable the COMPANY to identify;
- That the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access 15 granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.
- If the request for access is refused, the notice in terms of subsection (1 )(b) must
- State adequate reasons for the refusal, including the provisions of this Act relied upon;
- Exclude, from such reasons, any reference to the content of the record; and
- State that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

## 2. Operational Information

Such information as is required for the day to day running of **BOODYTEC Your Time Your Fitness**. For instance: internal phone lists; address lists; company policies; employee records; permits; licences; authorizations; approvals and general “housekeeping” information.

## 3. Communications

Correspondence between persons within and without **BOODYTEC Your Time Your Fitness** relating to matters of business within the course and scope of their employment with **BOODYTEC Your Time Your Fitness** which are recorded in the communication system of **BOODYTEC Your Time Your Fitness** such as computers and telephone records.

## 4. Records held

In terms of Section 51(1)(e) of the Act, categories of **records** that may be requested and for which access may be provided or refused are:

<u>Records</u>	<u>Subject</u>
Public Affairs	<ul style="list-style-type: none"><li>• Public Product Information</li><li>• Public Corporate Records</li><li>• Media Releases</li></ul>
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records (Company &amp; Employees)</li><li>• Asset Register</li><li>• Management Accounts</li></ul>
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><li>◦ Owner Manuals</li></ul></li><li>• Field Records</li><li>• Performance Records</li><li>• Product Sales Records</li><li>• Marketing Strategies</li><li>• Customer Database</li><li>• Dealer Franchise Documents</li></ul>

## 5. Form of Request

- The requester must use the prescribed form attached to this manual as **annexure A** to make the request for access to a record. This must be made to the Head of the

Body (Boris Leyck). This request must be made to the address, fax number or electronic mail address of the company provided above.

- The requester must provide sufficient detail on the request form to enable the Head of Body (Boris Leyck) to identify the record and the requester. The requester should also indicate which form of access is required and specify a revert address or fax number in the Republic of South Africa where any response to such request or such record may be sent. The requester should also indicate if, in addition to a written reply, any other manner is to be used to communicate with the requester and state the necessary particulars for such purpose.

- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of

## **6. Fees**

- A requester who seeks access to a record containing the requester's personal information is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

## **7. Section 51(1) (d)**

The manual must describe those records which a private body must make available in terms of any other legislation. It is recommended that on completing this portion of the manual, information officers should consult with their Secretarial and Legal Services for input and guidance. In the process, it is recommended that the following legislation be considered.

- Arbitration Act 42 of 1965
- Attorneys Act 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Close Corporations amendment Act 25 of 2005
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act no 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Insurance Act 27 of 1943
- Intellectual Property Laws Amendments Act 38 of 1997
- Interception and Monitoring Prohibition Act 127 of 1992
- Labour Relations Act 66 of 1995
- Long Term Insurance Act 52 of 1998
- Non-profit Organisations Act 71 of 1997.
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998

- Protection of Businesses Act 99 of 1978
- Protection of Personal Information Act 4 of 2013
- Regional Services Councils Act 109 of 1985
- SA Schools Act 84 of 1996
- Sectional Titles Act 95 of 1986
- Short Term Insurance Act 53 of 1998
- Short-term Insurance Act no. 53 of 1998
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Stamp Duties Act 77 of 1968
- The Co-operatives Act 14 of 2005
- The Fund-Raising Act 107 of 1978
- The National Credit Act 34 of 2005
- Trade Marks Act 194 of 1993
- Trust Property Control Act 57 of 1988
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

## **8. Section 51(1) (e)**

This section of the manual must set out a description of the subjects on which your organisation holds record, and categories of records held on each subject. These include operational records of your organisation utilised in the day to day running and administration of its administration:

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Policies
- Directives
- Minutes of Meetings
- Administrative information
- Inventory

## 9. Additional Informational

In terms of Section 51(1)(f) of the Act, the Minister of Justice and Constitutional Development has to make any regulations regarding Additional Prescribed Information relating to the Act.

## 10. Availability of the Manual

- In terms of Section 51(3) of the Act, this manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of **BOODYTEC Your Time Your Fitness**.
- Copies may also be requested from the South African Human Rights Commission at the address indicated below.

## 11. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS IN TERMS OF CHAPTER 4 OF THE ACT

The main grounds for refusal of a request for information would be:

- The mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person.
- The mandatory protection of the commercial information of a third party, if the record contains:
  - Trade secrets of that party.
  - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party.
  - Information disclosed in confidence by a third party to **BOODYTEC Your Time Your Fitness** if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.

## 12. HUMAN RIGHTS COMMISSION GUIDE

The prescribed forms and fee structure prescribed under the Act in respect of public bodies are available on the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the “regulations” section, In terms of Section 51(1)(b) of the Act a guide on how to use the Act as compiled by the Human Rights Commission in terms of Section 10 of the Act is available from the South African Human Rights Commission. Any queries should be directed to:

**The South African Human Rights Commission:**  
**PAIA Unit, The Research and Documentation Department**  
**Postal Address: Private Bag 2700, Houghton 2041**  
**Telephone No (011) 484-8300**  
**Website: [www.sahrc.org.za](http://www.sahrc.org.za)**  
**e-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za) e-mail: [tsebulela@sahrc.org.za](mailto:tsebulela@sahrc.org.za)**



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**Boris Leyck**

**ANNEXURE A: ACCESS TO INFORMATION REQUEST FORM**

**PARTICULARS OF PUBLIC BODY**

**Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the relevant contact person as indicated below:**

- I. Name of Body:
- II. Physical Address
- III. Postal Address:
- IV. Head of company:
- V. Telephone No:
- VI. E-mail:

**PARTICULARS OF REQUESTER**

**(If a Natural Person)**

*(a) Particulars of the person who requests access to the record must be recorded below.*

*(b) Furnish an address in the Republic to which information must be sent.*

*(c) Proof of the capacity in which the request is made, if applicable, must be attached*

**Full names and surname:**

\_\_\_\_\_

**Identity number:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

**Phone number:**

\_\_\_\_\_

**Fax number:** \_\_\_\_\_

**Email address:**

\_\_\_\_\_

**Requested Records:**

\_\_\_\_\_

**Capacity:**

\_\_\_\_\_