

1. Manual

SECTION 51 MANUAL FOR Incon Health CC (1987/008107/23)

INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT

Postal Address of head of Incon Health CC : P O

Box 554 DURBANVILLE WESTERN CAPE 7551

Physical Address of head of Incon Health CC :

Zandkloof House 15 New Street DURBANVILLE WESTERN CAPE 7550

Tel. No of head of Incon Health CC :

021 9752694

Fax. No of head of Incon Health CC :

021 976443

Email address of head of Incon Health CC :

inconhealth@incon.co.za

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A guide has been compiled in terms of Section 10 of PAIA by **Incon Health CC** .
It contains information required by a person wishing to exercise any right,
contemplated by PAIA.

This Guide is available for inspection, inter alia, at the office of the offices of
Incon Health CC at the physical address above and at the SAHRC.

THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that
are automatically available without a person having to request access in terms of
PAIA.



**ACTS AND OTHER LEGISLATION HELD AT PHYSICAL ADDRESS BY
Incon Health CC**

- Basic Conditions of Employment 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Occupational Health and Safety Act 85 of 1993

**SUBJECTS AND CATEGORIES OF RECORDS HELD AT PHYSICAL
ADDRESS BY**

Incon Health CC

- Attendance registers
- Correspondence
- Founding Documents
- Minutes of Staff Meetings
- Statutory Returns
- Conditions of Service
- Employee Records
- Employment Contracts
- Employment Equity Records
- Performance Appraisals
- Personnel Guidelines, Policies and Procedures
- Remuneration Records and Policies
- Salary Surveys
- Statutory Records
- Contracts
- Annual Financial Statements
- Asset Register
- Management Accounts
- Tax Records (company and employee) User Manuals

**DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS - SECTION
51(e)**

The requester must complete Form C and submit this form together with a request fee, to the head of the private body



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- The form must be submitted to the head of the private body at his/her address, fax number or email address The form must:
- - provide sufficient particulars to enable the head of the private body to
 - identify the
 - record/s requested and to identify the requester
 - indicate which form of access is required
 - specify a postal address or fax number of the request in the Republic identify the right that the requester is seeking to
 - exercise or protect
 - provide an explanation of why the requested record is required for the exercise or protection of that right
 - in addition to a written reply, the requester wishes to be informed of the decision on
 - the request in any other manner, to state that the manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

A handwritten signature in black ink, appearing to be a stylized name, located in the bottom right corner of the page.