



**TOP SECURITY (PTY) LTD (Registration number  
2000/031846/07)**

**SECTION 51 MANUAL  
PROMOTION OF ACCESS TO INFORMATION ACT**

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**A. INTRODUCTION**  
**Main Business**

Top Security is a private company that specialises in security. The company is registered at the Private Security Industry Regulatory Authority under registration number 856387. Top Security is further a member of the South African Intruder Detection Services Association (membership no. 1191), this organisation is an association of security service providers of intruder detection systems, monitoring and armed reaction.

**B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

**1. Contact details**

Head of the body: Mr. R.J. Smit

Postal address:  
P.O. Box 741860  
GARDENVIEW  
2047

Street Address:  
33 Van Buuren Road  
Bedfordview  
2007

Telephone number: 087 151 3160  
Fax number: 011 450 2668  
Email address: info@topsecurity.co.za  
Website: www.topsecurity.co.za

## **2. The section 10 Guide on how to use the Act**

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

### **The South African Human Rights Commission:**

#### **PAIA Unit**

#### **The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-7146  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **Records available in terms of any other legislation**

1. Basic Conditions of Employment Act
2. Companies Act
3. Compensation for Occupational Injuries and Health Diseases Act
4. Employment Equity Act
5. Income Tax Act
6. Labour Relations Act
7. Occupational Health & Safety Act
8. Skills Development Levies Act
9. Skills Development Act
10. Unemployment Contributions Act
11. Unemployment Insurance Act
12. Private Security Industry Regulatory Act

**3. Access to the records held by TOP SECURITY (PTY) LTD  
(Registration number 2000/031846/07)**

**i. Information readily available**

Not Applicable

**ii. Records of the Business are kept in the following categories & subjects:**

Administration & Finance Department

- Financial statements
- Assets register
- Banking records
- Management accounts
- Tax and VAT records
- Stock records
- Invoices
- Correspondence

Human Resources

- Disciplinary code and Procedure
- Other codes, procedures and policies
- Employment contracts
- Employment equity records
- Personnel Files

Information Technology

- Computer software support and maintenance agreements
- Software licence agreements

Operations

- Register of clients
- Sales records
- Specific types of work done and records related to it:  
Miscellaneous agreements

General

- Company secretarial records
- Insurance Records
- Statutory records

Specific agreements and documents relating to the private body's business activities

**iii. The request procedures:**

**Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be 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 then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

**Fees:**

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The
- The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. These fees are prescribed in the relevant regulation.

#### **4. Other information as may be prescribed**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

#### **5. Availability of the manual**

The manual is also available for inspection during office hours at the offices of TOP SECURITY (PTY) LTD (Registration number 2000/031846/07) free of charge. Copies are available from the SAHRC and on our website [www.topsecurity.co.za](http://www.topsecurity.co.za).