

AAI Fotostock

Section 51 manual for Anka Agency International cc Prepared
9 June 2003, revised 14 April 2016

Contents

1. Introduction
2. Contact information
3. The SAHRC section 10 Guide on how to use the Act
4. Records available in terms of legislation
5. Records which are freely available
6. Records that may be requested
7. The request procedures
8. Fees
9. Availability of the manual

1. Introduction

AAI together with FOTOSTOCK provide a comprehensive archive of digital stock photography, images and graphics.

Users can:

- find images through search engines,
- display low resolution examples of these images,
- order high resolution versions for repro and print purposes.
- if necessary, contact our skilled team who will assist you place your orders, find appropriate images and ensure you get them quickly.

2. Contact Information

Full name of business: ANKA AGENCY INTERNATIONAL CC

Registration Number (CC): CK 1993/00190/213

Physical address: No 5, Treurwilger Crescent, Moreleta Park,
Pretoria, South Africa

Postal address: PO Box 100862, Moreleta Plaza,
0167, Pretoria, South Africa

Details of Head of business

Name: ANKA PETROVIC

Telephone number: +27 12 997 3302

Fax number: 086 633 5504

E-mail address: anka@aaifotostock.com

Website address: www.aaifotostock.com

3. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003. 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 11 877 3600
Fax: +27 11 403 0625
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. Records available in terms of legislation

Anka Agency International holds records in respect of the following legislation:

- Basic Conditions of Employment Act 75 of 1997
- Close Corporation Act 69 of 1984
- Copyright Act 98 of 1978
- Credit Agreements Act 75 of 1980
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 95 of 1967
- Intellectual Property Laws Amendment 39 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Regional Services Councils Act 109 of 1985
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

5. Records that are freely available

- Web site information
- Catalogues available from Head Office
- Promotional items e.g. calendars available from Head Office

6. Records that may be requested

- Minutes of Management & Shareholder Meetings: Availability to be determined upon Request
- Minutes of staff meetings: Availability to be determined upon request
- Licences: Availability to be determined upon request
- Annual Financial Statements : Availability to be determined upon request
- Bank statements: Availability to be determined upon request
- Auditor's and/or Accountant's Reports: Availability to be determined upon request
- Asset Inventories: Availability to be determined upon request

- Employment contracts: Availability to be determined upon request
- Remuneration records: Availability to be determined upon request
- Disciplinary records: Availability to be determined upon request
- Sales records: Availability to be determined upon request
- Client list: Availability to be determined upon request
- Stock inventories: Availability to be determined upon request
- Production list: Availability to be determined upon request
- Supplier list: Availability to be determined upon request

7. Request procedures

Any request for access to a record listed must be made on the prescribed form. A copy of this form is attached as Annexure A. Requests for access must be made to the head of the organisation listed above and must be sent to one of the contact points listed.

When requesting access to a record it is important to include enough information for us to be readily able to identify both the record and the person making the request. It is also important to provide us with your contact details and the manner in which you would like us to contact you.

In order for a requester to have access to a record listed in this Manual, such access must be necessary for the requester to protect or exercise any right. It is therefore necessary to identify the right or rights which you wish to protect or exercise and explain fully why access to the record is required in order to do this.

If you have been authorised to make a request on behalf of another person it will be necessary to provide satisfactory proof of such authority.

8. Fees

In the case of requests where the requester is seeking to access a record which contains personal information about the requester (“a personal requester”), no fee is payable.

In all other cases an initial fee of R50 will be levied. This can either be submitted with the original request or we will send the requester a notice stating that this fee is required before we begin processing the request. The requester may lodge an application to the court against the tender or payment of the request fee [see s 54(3)(b) of the Act].

Once a decision has been made as to whether the request will be granted or refused, we will inform the requester on the prescribed form.

If the request is granted then a further fee will be levied in respect of searching, reproduction and preparation and for any time that exceeds the prescribed hours.

A list of the fees, which have been set by the Government, is

attached as Annexure B.

9. Where else is this Manual available?

This Manual can be inspected, free of charge, at the address listed under contact information above.

A copy can also be obtained from the South African Human Rights Commission,