
Registration Number of Company: 2002/031746/08

**NAME OF COMPANY: ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS
(SOUTH AFRICA) NPC T/A ACCA SOUTH AFRICA**

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. FORWARD

This Manual of the Association of Chartered Certified Accountants (South Africa) NPC (“ACCA”)

Registration number: 2002/031746/08

Prepared in accordance with Section 51 of the Promotion of Access to Information Act. No. 2 of 2000 (“the Act”).

2. INTRODUCTION

ACCA is the Association of Chartered Certified Accountants. ACCA is a thriving global community of 233,000 members and 536,000 future members based in 178 countries that upholds the highest professional and ethical values.

ACCA believe that accountancy is a cornerstone profession of society that supports both the private and public sectors. That’s why ACCA is committed to the development of a strong global accountancy profession and the many benefits that this brings to organisations, individuals and society.

ACCA’s qualifications develop forward-thinking professionals with the financial and business skills essential for the creation of sustainable economies and flourishing societies. Every day, ACCA professional accountants support people and organisations in making sound decisions and doing the right thing. ACCA builds public trust by creating an inclusive profession with people from all backgrounds, bound by a common global code of ethics and committed to updating their skills to meet ever-changing needs.

3. SCOPE OF THE MANUAL

Nature of Business: Professional Accountancy Body.

The scope of the manual is limited to the records held by the Association of Chartered Certified Accountants (South Africa) NPC.

4. AVAILABILITY OF THE MANUAL

A copy of this manual is available to the public for inspection on www.accaglobal.com or on

request from the designated contact person referred to in this manual.

5. COMPANY CONTACT DETAILS

The responsibility for the administration of and compliance with the Act has been delegated to the Information Officer. Requests pursuant to the provisions of the Act should be directed as follows:

Information officer:	Portia Tsakane Mkhabela
Deputy Information officer:	Melanie Williams
Postal Address:	P.O. Box 924, Saxonwold, 2132
Street Address:	Office B302004, 2nd Floor, Building 3, Commerce Square, 39 Rivonia Road, Sandhurst, 2196
Telephone Number:	(011) 459 1908 / 459 1912
Email:	compliancesouthafrica@accaglobal.com

6. HRC GUIDE AND THE ACT

The Act grants the requestor access to the records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7 of the Act.

A guide has been compiled in terms of section 10 of the Act by the Human Rights Commission. It contains information to assist persons wishing to exercise a right, in terms of the Act. The guide is available from The South African Human Rights Commission ("SAHRC"), whose contact details are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

7. APPLICABLE LEGISLATION

No.	ACT	REF
1.	Auditing Profession Act	26 of 2005
2.	Banks Act	94 of 1990
3.	Basic Conditions of Employment Act	75 of 1997
4.	Broad Based Black Economic Empowerment Act	53 of 2003
6.	Children's Act	38 of 2005
7.	Companies Act	71 of 2008
8.	Compensation for Occupational Injuries and Diseases Act	130 of 1993
9.	Constitution of the Republic of South Africa	108 of 1996
11.	Consumer Protection Act	68 of 2008
12.	Electronic Communications Act	36 of 2005
13.	Employment Equity Act	55 of 1998
15.	Financial Advisory and intermediary Services Act	37 of 2002
16.	Financial Institutions Act	28 of 2001
17.	Financial Services Board Act	97 of 1990
19.	Further Education and Training Colleges Act	16 of 2006
20.	General and Further Education and Training Quality Assurance Act	58 of 2001
21.	Higher Education Act	101 of 1997
22.	Immigration Act	13 of 2002
23.	Income Tax Act	21 of 1994
24.	Inspection of Financial Institutions Act	80 of 1998
25.	Labour Relations Act	66 of 1995
26.	Public Holidays Act	36 of 1994
28.	National Credit Act	34 of 2005
29.	National Education Policy Act	27 of 1996
30.	National Qualifications Framework Act	67 of 2008
31.	National Small Business Act	102 of 1996
32.	National Student Financial Aid Scheme Act	56 of 1999
33.	Non-Profit Organisations Act	71 of 1997

34.	Occupational Health and Safety Act	85 of 1993
35.	Promotion of Access to Information Act	2 of 2000
36.	Promotion of Equality and Prevention of Unfair Discrimination Act	4 of 2000
38.	Skills Development Act	97 of 1998
39.	Skills Development Levies Act	9 of 1999
41.	South African Qualifications Authority Act	58 of 1995
42.	Unemployment Insurance Act	63 of 2001
43.	Unemployment Insurance Contribution Act	4 of 2002
44.	Value Added Tax Act	89 of 1991

8. SCHEDULE OF RECORDS

ACCA will provide automatic disclosure to newsletters, pamphlets, brochures, posters, price lists, reports, marketing materials and promotional materials.

9. ACCESS REQUESTS

ACCESS REQUEST PROCEDURE

It is important to note that the successful completion and submission of an access request form does not automatically allow the requestor access to the requested record. An application to access a record is subject to certain limitations if the requested record falls within a certain category as specified with part 3 and Chapter 4 of the Act.

COMPLETION OF ACCESS REQUEST FORM

In order to facilitate a timely response to a request for access, all requestors should take note of the following when completing the Access Request Form:

- The Access Request Form must be completed.
- Proof of Identity is required to authenticate the identity of the requestor. Requestors must supply a copy of their Identity document.
- The form must be completed in BLOCK letters.
- If a question does not apply, state "N/A" in response to that question.
- If there is nothing to disclose in reply to a particular question, state "nil" in response to that question.
- If there is insufficient space on the printed form, additional information may be provided

on an attached folio.

- When the use of an attached folio is required, precede each answer with the applicable title.

SUBMISSION OF ACCESS REQUEST FORM

The completed Access Request Form together with a copy of the Identity document must be submitted via post, e-mail or fax and must be addressed to the contact person indicated in 5 above.

An initial request fee of R57.00 (including VAT) is payable on submission.

This fee is not applicable to requestors seeking access to records that contain their own personal information.

NOTIFICATION

The company will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice, with reasons, to that effect.

The 30-day period within which the company has to decide whether to grant or refuse the request, may be extended for a further period of not more than 30 days, if the request is for a large volume of information and the information cannot be reasonably obtained within the original 30-day period. The company will notify the requestor in writing should such an extension be required.

GROUNDINGS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for refusal of a request for information could be, but is not limited to:

- 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.
- 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 the company if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of

any agreement.

- Mandatory protection of the safety of individuals and the protection of property.
- Mandatory protection of records which could be regarded as privileged in legal proceedings.
- The Commercial activities of the company which could include trade secrets, financial, commercial, scientific, or technical information, which disclosure could likely cause harm to the financial or commercial interest of the company.

10. PRESCRIBED FEES

If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated in accordance with the Prescribed Fees.

The Prescribed Fee structure is available on the website below <https://accesstoinformation.co.za/PAIA/taq/fees/>

Payment details can be obtained from the contact person as indicated in 5 above and can be made via direct deposit or by postal order. Proof of payment must be supplied.

The access fee must be paid prior to access being given to the requested record.

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION									
Full Names	<input style="width: 100%;" type="text"/>								
Identity Number	<input style="width: 100%;" type="text"/>								
Capacity in which request is made <i>(when made on behalf of another person)</i>	<input style="width: 100%;" type="text"/>								
Postal Address	<input style="width: 100%;" type="text"/>								
Street Address	<input style="width: 100%;" type="text"/>								
E-mail Address	<input style="width: 100%;" type="text"/>								
Contact Numbers	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Tel. (B):</td> <td style="width: 40%;"><input style="width: 95%;" type="text"/></td> <td style="width: 15%;">Facsimile:</td> <td style="width: 30%;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Cellular:</td> <td colspan="3"><input style="width: 100%;" type="text"/></td> </tr> </table>	Tel. (B):	<input style="width: 95%;" type="text"/>	Facsimile:	<input style="width: 95%;" type="text"/>	Cellular:	<input style="width: 100%;" type="text"/>		
	Tel. (B):	<input style="width: 95%;" type="text"/>	Facsimile:	<input style="width: 95%;" type="text"/>					
Cellular:	<input style="width: 100%;" type="text"/>								
Full names of person on whose behalf request is made <i>(if applicable)</i> :	<input style="width: 100%;" type="text"/>								
Identity Number	<input style="width: 100%;" type="text"/>								
Postal Address	<input style="width: 100%;" type="text"/>								

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Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer