

Registration Number of Company: NPC 2019/307419/08

**NAME OF COMPANY: DYNAMIC DRIVING ACADEMY NPC**  
**(the "Company")**

## **The Promotion of Access to Information Manual**

**in terms of**

**Section 51 of The Promotion of Access to Information Act 2/2000**  
**(the "ACT")**

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## **1. Introduction**

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

A person may request information in terms of the Act only if the information is required for the protection of a right. Therefore, the requestor has to provide the designated person with sufficient particulars to ensure that the designated person is able to access the right which the requestor is seeking to protect.

This manual has been prepared to assist persons requesting information and provide procedures to be followed to gain access to information and documentation as provided for in the Act.

### **An introduction to the business of the Company.**

Globally driver training has not changed much over time. The shocking accident statistics, especially in South Africa, bears testimony to that.

We believe that through an in-depth understanding of the short falls that exist in current driver training programs, we can offer a level of driver training that is truly unique.

The primary aim of the Company is to equip each student with the necessary practical skills, foresight and a thorough understanding of social responsibility with regard to being a road user.

The Company offers a unique approach to K53 driver training:

- pre-training evaluation
- tailor made driver training based on evaluation results
- training programs that offer much more than standard K53 training modules
- driver training that is fun

The client base of the Company is any person who wishes to learn how to drive for the purpose of obtaining a driving licence, to brush up their driving skills, or to obtain advanced driving skills. Revenue is derived from fees charged for driving courses and the business is owner managed and operated.

A copy of this manual is available to the public for inspection on request from the designated contact person referred to in this manual, or may be downloaded from the Company website.

## **2. Contact Details of the Company**

Postal Address:

**PO BOX 1840, TZANEEN, LIMPOPO, 0850**

Street Address:

**TZANEEN SHOWGROUNDS, TZANEEN, LIMPOPO, 0850**

Telephone number for the head:

**(060) 686-9726**

The website of the Company:

**www.dda.org.za**

## **3. The ACT and Section 10 Guide**

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at:

29 Princess of Wales Terrace,  
Corner of York and St. Andrews Street,  
Parktown, Johannesburg, South Africa

Telephone: +27 (11) 877 3600

Fax number: +27 (11) 403 0668

Email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za) or [info@sahrc.org.za](mailto:info@sahrc.org.za)

and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

## **4. Records available and held in accordance with other legislation**

Information is available in terms of the following legislation, available on request from the Company:

- Dynamic Driving Academy NPC Business Registration Certificate
- Instructors Certificate - TJ Viljoen

## **5. Schedule of Records of the Company**

If and where applicable, the information below pertaining to the operations of the company can be requested from the Company in the prescribed manner:

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records

## **6. Accessing the records or documents held by the Company**

An application for this information can be made to the email address of the head of the Company as provided in this manual as a website to publish these records is not available.

## **7. The information request procedure**

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

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

- The requester must use the prescribed form to make the request for access to a record. This must be made to the appointed designated person. This request must be made to the address, fax number or electronic mail address of the body concerned.

## **Grounds for refusal of access to records**

The main grounds for refusal of a request for information are:

- 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 to 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 may include:
  - Trade secrets of the Company;
  - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Company.

## Prescribed 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 required request fee.
- The appointed designated person 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 fee that the requester must pay to a private body is R50 exclusive of value added tax. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the designated person 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.
- The prescribed fees relating to a request to access information are as per includes Section 54(7), Section 54(2) and Section 54(7) of Regulation 11(3).

*Please note that all prices listed below are inclusive of value-added tax (VAT)*

(a) For every photocopy of an A4-size page or part thereof	R 1.25
(b) For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-readable form	R 0.85
(c) For a copy in a computer-readable form on	
(i) stiffy disc	R 8.55
(ii) compact disc	R 79.80
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	R 45.60
(ii) For a copy of visual images	R 68.40
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R 22.80
(ii) For a copy of an audio record	R 34.20
(f) To search for and prepare the record for disclosure - R34,20 for each hour or part thereof reasonably required for such search and preparation	

A third of the total payment for the document request must be paid within 6 (six) hours by the requester, failure to do so will cancel the request.

The postage or courier fee is payable in addition to all other fees and will be for the account of the requester.

A copy of the requesting "Form C" follows and can be copied and pasted or printed to be used as the prescribed form when applying for Company information.

**FORM C**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
**(Section 53(1) of the Promotion of Access to Information Act, 2000**  
**(Act No. 2 of 2000)**

**[Regulation 10]**

**A. Particulars of private body**

The Head:

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**B. Particulars of person requesting access to the record**

- |     |   |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below.                |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached.                |

Full names and surname:

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Identity number:

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Postal address:

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Fax number:

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Telephone number:

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E-mail address:

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Capacity in which request is made, when made on behalf of another person:

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**C. Particulars of person on whose behalf request is made**

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
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Full names and surname:

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Identity number:

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**D. Particulars of record**

- (a) 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.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.  
The requester must sign all the additional folios.

1 Description of record or relevant part of the record:

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2 Reference number, if available:

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3 Any further particulars of record:

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**E. Fees**

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (c) 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.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
NOTES: (a) Compliance with your request in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	



<b>1. If the record is in written or printed form:</b>				
	copy of record*		inspection of record	
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)				
	view the images		copy of the images"	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>				
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document	
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>				
	printed copy of record*		printed copy of information derived from the record"	copy in computer readable form* (stiffy or compact disc)
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

**G Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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

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**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signed at..... This..... day of .....20

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SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

Date of compilation: 2nd July 2020  
Date of revision: 5th October 2020