

**SECTION 51 MANUAL FOR  
NIEWALT AUTO CENTRE (PTY) LTD T/A SHIELDIT PROTECTIVE  
FILMS**

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*This Section 51 Manual has been prepared with the kind assistance and Guidelines of the SAHRC*

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## INTRODUCTION TO SHIELDIT PROTECTIVE FILMS

ShieldIt Protective Films distributes Polyurethane Paint Protection Film in the form of pre-cut kits for motorcycles. These kits are sold via motorcycle dealers and also directly to the public.

## PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

### 1 Contact Details *[Section 51(1)(a)]*

**Name of Body** : Niewalt Auto Centre (Pty) Ltd t/a ShieldIt Protective Films  
**Head of the Body** : Mrs Terri-Ann Wentzel  
**Postal Address** : P O Box 2329 NEW GERMANY 3620  
**Street address** : 4 Gray Place PINETOWN  
**Phone Number** : 087 807 7533/4  
**Facsimile number** : 031 702 2726  
**Email address of the head of the body** : sales@shieldit.co.za

### 2 The section 10 Guide on how to use the Act *[Section 51(1)(b)]*

The Guide is available from the South African Human Rights Commission. 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 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### 3 Records available in terms of any other legislation *[Section 51(1)(d)]*

- 3.1 Basic Conditions of Employment No. 75 of 1997
- 3.2 Companies Act No. 61 of 1973
- 3.3 Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- 3.4 Employment Equity Act No. 55 of 1998
- 3.5 Income Tax Act No. 95 of 1967
- 3.6 Labour Relations Act No. 66 of 1995
- 3.7 Occupational Health & Safety Act No. 85 of 1993
- 3.8 Skills Development Levies Act No. 9 of 1999
- 3.9 Skills Development Act No. 97 of 1998
- 3.10 Unemployment Insurance Act No. 63 of 2001
- 3.11 Value Added Tax Act No. 89 of 1991

### 4 Access to the Records Held by the Private Body in Question *[Sections 51(1)(c) and 51(1)(e)]*

- 4.1 **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) *[Section 51(1)(c)]***

Title	Description
Product Data Sheets	Specifications of the product

The abovementioned information is available from the Head of the Body and on the Company's website.

**4.2 Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]**

The company keeps information on:

Personnel related issues:	Employee records, conditions of employment and company policy, address lists, etc.
Clients:	Contact information, contractual agreements, purchases statistics, account information, and general communication.
Suppliers:	Contact information, contractual agreements, accounting information and general communication.
Technical product information.	

The above-mentioned records are of a confidential nature and only accessible to authorised persons.

**4.3 The request procedures.**

**4.3.1 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 [s 53(1)].
- 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 [s 53(2)(a) and (b) and (c)].
- 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 [s 53(2)(d)].



- If a request is made on behalf of a 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 [s 53(2)(f)].

#### 4.3.2 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 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 [s 54(1)].
- The fee that the requester must pay to a private body is R50.00 excluding VAT. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- 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 [s 54(6)].

#### 5 Other information as may be prescribed [Section 51(1)(f)]

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

#### 6 Availability of the manual [Section 51(3)]

The Manual is also available for inspection from :

- 6.1 The Offices of Niewalt Auto Centre (Pty) Ltd t/a ShieldIt Protective Films, located at 4 Gray Place Pinetown
- 6.2 The South African Human Rights Commission
- 6.3 In the Government Gazette
- 6.4 On the following website:- [www.shieldit.co.za](http://www.shieldit.co.za)

Signed by the Head of the Body :



TAH WENTZEL