



BAS
BUSINESS ASSESSMENT SERVICES

BUSINESS ASSESSMENT SERVICES CC

("Private Body")

SECTION 51 MANUAL

(For Private Bodies)

in terms of the

PROMOTION OF ACCESS TO INFORMATION ACT

(NO.2 OF 2000)

(hereinafter referred to as "THE ACT")



Business Assessment Services CC

Room 259, Building 4, CSIR Campus, Pretoria, South Africa.

Tel: 012 349 2417

Fax: 086 602 0192

Cell: 083 384 2811

E-mail: evdheever@busassess.co.za

Web: www.busassess.co.za

Members: JE van den Heever (Managing) MSAIIIE, MSASQ, MSAEF, M Meyer (Accounting), AA van den Heever (Non Executive)

Associates: Prof Willie van Reyneveld (Stellenbosch), Prof Len Brunyee (East London)

SECTION A: CONTENTS

INTRODUCTION TO THE PRIVATE BODY

1. Contact details
2. The Section 10 guide
3. Records available in terms of existing legislation
4. Access to the records held by the Private Body
 - (i) Categories of records held by the Private Body available without a formal request in terms of the Act.
 - (ii) Categories of records held by the Private Body.
 - (iii) The request procedure.
5. Other information as prescribed.
6. Availability of the manual.
7. Prescribed fees for Private Bodies.
8. Prescribed request forms.

SECTION B:

Particulars in terms of Section 51 (Abridged Version)

INTRODUCTION TO THE PRIVATE BODY

Business Assessment Services (BAS) commenced trading as a specialist services company to CSIR in October 10/1998 through to October 10/1999, focusing on “Total Quality Management” and “Corporate performance Excellence” assessment and training. Subsequently, from 10/1999 through to 10/2001 the Managing Member of BAS was seconded by CSIR to the SA Excellence Foundation (SAEF) as the CEO of SAEF. Post 10/2001, the company operates independently, and provides services to both private (50%) and public sectors (50%). BAS headed by J E van den Heever (MD), operates as consulting organization, registered with the SAEF as an Authorized Service Provider (ASP), and assists its client base with leadership and corporate development programs in pursuit of Global Excellence (TQM) and Corporate Governance (King II Report). BAS stands recognized as leader in its specialist field that is linked to the competences of the MD and his role in launching and developing the South African Excellence Movement.

1. CONTACT DETAILS:

- 1.2 Head : Mr. J E van den Heever
- 1.3 Authorized person : Mr. J E van den Heever
- 1.4 Postal address : P.O. Box 258, Perseus Park, 0020
- 1.5 Physical address : Room 260, 2nd Floor, Building 4, CSIR, Meiring Naude Road, Brummeria, Pretoria
- 1.6 Telephone : (012) 349 2417
- 1.7 Fax : (086) 602 0192
- 1.8 E-Mail address : mmeyer@busassess.co.za

2. THE SECTION 10 GUIDE

The Section 10 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 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF EXISTING LEGISLATION:

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY:

- (i) Categories of records held by Private bodies available without formal request for access:

There are no records which can be accessed without a formal request for access in terms of the Act.

- (ii) Company Records:

Area	Subject	Classification
Website	- Group and divisional profiles - Company Structure	Limited access subject to copyright
Human Resource	Policies and Procedures Financial Statements	Limited access subject to copyright
Financial Records	- Financial & Tax Records (Company & Employee - Management Accounts - Operational Financial Records - Asset Register	Privileged
Legal Records	- Statutory Records - Records kept in terms of Laws on RSA - Agreements and Contracts	Privileged

Area	Subject	Classification
Operational Records	• Claim Records • Sales Records • Customer/Subscriber Records • Supplier Records	Privileged
Quality	• Customer Service Evaluation Records (SCI) • Quality Records	Privileged

5. OTHER INFORMATION AS MAY BE PRESCRIBED

6. AVAILABILITY OF THE MANUAL

This manual is available for inspection, free of charge, at the offices of the Private Body during normal office hours at the specific address as listed in the contact section. Copies shall also be available with the SAHRC. This manual will also be published in the Government Gazette.

7. PRESCRIBED FEES

On request of Access to Information, the head, or duly authorized person, will by notice require the requestor, other than a personal requester, to pay the prescribed fee as set out below before processing the request.

8. PRESCRIBED FORMS: