



SOUTH AFRICA – ANGOLA
CHAMBER OF COMMERCE

SOUTH AFRICA – ANGOLA CHAMBER OF COMMERCE

Registration Number 2002/024749/08

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT

ACT NO 2 OF 2000 ('the Act')

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1. INTRODUCTION TO THE SOUTH AFRICA – ANGOLA CHAMBER OF COMMERCE

1.1 Company incorporated under Section 21 of the Companies Act – Business Chamber

1.2 The purpose of this manual is to assist potential applicants as to the procedure to be followed when requesting access to information/ assistance from the South Africa – Angola Chamber of Commerce as contemplated in terms of the Promotion of Access to Information Act 2 of 2000.

2. CONTACT PARTICULARS OF THE SOUTH AFRICA – ANGOLA CHAMBER OF COMMERCE

2.1 Full Name: South Africa – Angola Chamber of Commerce

2.2 Head of Company: Mr. Teddy de Almeida

2.3 Street Address: 1st Floor, Building 10
Highgrove Office Park
50 Tegel Avenue
Centurion
0046

2.4 Postal Address: P.O. Box 8917
Centurion
0046

2.5 Telephone Number: 012 - 665 2016

2.6 Fax Number: 012 - 665 5944

2.7 E-mail Address: info@sa-acc.co.za/ admin@sa-acc.co.za

3. THE HUMAN RIGHTS COMMISSION GUIDE ON HOW TO USE THE ACT

The Human Rights Commission is obligated in terms of the Act to compile in each official language, a guide in order to assist persons to exercise their rights in terms of the Act. The guide will be available for inspection by the public at the offices of the Human Rights Commission. Enquiries regarding the guide can be addressed to the Human Rights Commission, the contact details of which are as follows:

3.1 Postal Address: South African Human Rights Commission
Promotion of Access to Information Act Unit

Research and Documentation Department
Private Bag 2700
Houghton
2041

3.2 Telephone Number: 011 - 484 8300

3.3 Fax Number: 011 – 484 7146

3.4 Website: www.sahrc.org.za

3.5 E-mail: PAIA@sahrc.org.za

4. RECORDS AUTOMATICALLY AVAILABLE AND IN RESPECT OF WHICH ACCESS NEED NOT BE REQUESTED IN TERMS OF THE ACT

Currently all records must be requested in terms of the Act.

5. DESCRIPTION OF RECORDS HELD IN ACCORDANCE WITH ANY OTHER LEGISLATION

- ◆ Personnel records
- ◆ Records relating to members
- ◆ Conditions of employment and employee – related contractual records
- ◆ Records relating to SA-ACC
 - Financial
 - Internal records and correspondence
 - Statistical
 - Research
 - Marketing
 - Services
- ◆ Records relating to different business associations
- ◆ The company's website – website address is www.sa-acc.co.za

Please note that the information/documents held in terms of the aforesaid legislation is not automatically available to the public and access to information must be formally requested in terms of the Act.

6. DESCRIPTION OF SUBJECTS ON WHICH THE SOUTH AFRICA – ANGOLA CHAMBER OF COMMERCE HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

Please refer to Schedule attached hereto as Annexure “A”

7. PROCEDURE TO OBTAIN INFORMATION IN TERMS OF THE ACT

7.1 The process to obtain information in terms of the **Access to Information Act** is briefly described hereunder. Please refer to the Act for a detailed description of the process.

7.1.1 A membership application form must be completed, prior to a request being made.

7.1.2 Request is made in terms of the Act by e-mail or telephonically, and confirmed in writing.

7.1.3 The completed application form together with the prescribed membership fee must be sent to the following company official at the South Africa – Angola Chamber of Commerce.

7.1.3.1.1 Name of Official: Ms. K M Atanassova

7.1.3.1.2 E-mail Address: info@sa-acc.co.za

7.1.3.1.3 Telephone Number: +27 12 665 2016

7.1.3.1.4 Fax Number: +27 12 665 5944

7.1.4 Your request will then be reviewed by the designated official of South Africa – Angola Chamber of Commerce. Please note that should your application be successful, the amount as specified on the membership form/ invoice must be paid in order to obtain copies of the requested documentation or information.

ANNEXURE "A"

**SCHEDULE OF SUBJECTS ON WHICH THE SOUTH AFRICA – ANGOLA
CHAMBER OF COMMERCE HOLDS RECORDS AND CATEGORIES THEREOF**

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SCHEDULE OF SUBJECTS	CATEGORIES
Administration	<ul style="list-style-type: none"> ◆ Asset Register ◆ Lease/rental Agreements ◆ Maintenance Agreements ◆ Policies and Procedures ◆ Company Records ◆ Standard Agreements ◆ Supplier Contracts
Customer/Member Detail	<ul style="list-style-type: none"> ◆ Membership Database ◆ Client/ Membership files consisting of communications, records, agreements and related documents
Finance	<ul style="list-style-type: none"> ◆ Banking Details ◆ Documents relation to the Taxation of the Chamber ◆ Financial Agreements ◆ Financial Statements ◆ Financial Transaction Records ◆ Invoices and Statements ◆ Management Reports
Human Resources	<ul style="list-style-type: none"> ◆ Disciplinary Code & Policies ◆ Employment Contracts ◆ List of Employees ◆ Personal Information and Remuneration ◆ Records of Employees
Information Technology	<ul style="list-style-type: none"> ◆ Software Licences
Intellectual Property	<ul style="list-style-type: none"> ◆ Trademarks ◆ Research Material

ANNEXURE "B"

PRESCRIBED APPLICATION FORM

**REQUEST FOR MEMBERSHIP IN ORDER TO OBTAIN RECORDS OF THE
CHAMBER**



SOUTH AFRICA – ANGOLA CHAMBER OF COMMERCE

MEMBERSHIP APPLICATION FORM

If you are interested in becoming a member of the South Africa – Angola Chamber of Commerce, please complete the following membership application form. Kindly fax it to **(012) 665-5944** or email to info@sa-acc.co.za.

1. Company Details

Full Company Name:			
Holding Company (if applicable):			
*Primary Member:	Contact Tel:	+27	
Postal Address:			Code: <input type="text"/>
Physical Address:			Code: <input type="text"/>
Telephone:	+27		
Fax:	+27		
E-mail:			
Internet:	http://		
Year Established:			
Number of Staff:			
Annual Turnover:	ZAR		
Core Line of Business:			

Business Category: (Please indicate with an 'X')	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Service
	<input type="checkbox"/>	Retailer	<input type="checkbox"/>	Exporter
	<input type="checkbox"/>	Distributor	<input type="checkbox"/>	Importer
	<input type="checkbox"/>	Wholesaler	<input type="checkbox"/>	Other

**Company Employee nominated as a liaison with the Chamber (See Section 3)*

2. Membership Categories and Descriptions

Category	Description	Number of Chamber Beneficiaries	Annual Membership Fees
A	Individual	1	R 500.00
B	Small & Medium Corporate (< ZAR 15 mil Annual Turnover)	5	R 2500.00
C	Large Corporate (> ZAR 15 mil Annual Turnover)	10	R 5000.00
D	Donor Member	20	R10 000.00

Please indicate with an 'X' the Membership Category you require:

A	
B	
C	
D	

3. Chamber Beneficiary Details

Please nominate a Primary Member who will function as a liaison with the Chamber. Also indicate any additional Chamber Beneficiaries in accordance with your chosen Membership Category.

#	Title	Name	Surname	Company Position
Primary Member (Category A, B, C & D)				
1				
Additional Beneficiaries (Category B, C & D)				
2				
3				
4				
5				
Additional Beneficiaries (Category C & D)				
6				
7				
8				
9				
10				

Additional Beneficiaries (Category D only)				
#	Title	Name	Surname	Company Position
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

4. *Payment of Membership Fees*

Payment can be made by means of bank transfer, cheque or cash. Once your application form has been received we will send you an invoice for the amount indicated in Section 2 above according to your membership category. **Kindly DO NOT effect payment until your membership category has been confirmed and your invoice received.**

- ◆ Cheques can be made out to **South Africa – Angola Chamber of Commerce** and posted to **The Administrator, SA-ACC, P.O. Box 8917, Centurion, 0046, South Africa.**
- ◆ Bank transfers can be made to **South Africa – Angola Chamber of Commerce, Standard Bank, Centurion Branch (Code 012645), Current Account Number 410386618.**

Once payment has been received, your Chamber membership shall be valid for one (1) year from the date of payment and is renewable.

5. *Company Profile*

In order to introduce your organization to the membership of the Chamber, please send us a brief company profile. This profile should outline your company's history, line of business, significant projects and interest in Angola.

Kindly attach your company profile to this Membership Application Form.

6. *Questionnaire*

Please answer the following brief questions in order to assist us to better understand your interests and requirements:

1. What is your company's interest in Angola and what opportunities do you envisage for your business there?

2. Please describe your experience in Angola to date.

3. List the areas in which you would like the Chamber to assist your organization.

ANNEXURE "C"
PRESCRIBED FEES

Category	Description	Number of Chamber Beneficiaries	Annual Membership Fees
A	Individual	1	R 500.00
B	Small & Medium Corporate (< ZAR 15 mil Annual Turnover)	5	R 2500.00
C	Large Corporate (> ZAR 15 mil Annual Turnover)	10	R 5000.00
D	Donor Member	20	R10 000.00

<p>PRESCRIBED MEMBERSHIP FEES OF THE SOUTH AFRICA – ANGOLA CHAMBER OF COMMERCE</p>

Payment can be made by means of bank transfer, cheque or cash. Once your application form has been received we will send you an invoice for the amount indicated in Section 2 above according to your membership category. **Kindly DO NOT effect payment until your membership category has been confirmed and your invoice received.**

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