



ICB

INTERNATIONAL
CERTIFICATIONS FOR BUSINESS

**PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000 (The Act)**

**SECTION 51 MANUAL FOR
THE INSTITUTE OF CERTIFIED BOOKKEEPERS (PTY) LTD**

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1. Introduction to The Institute Of Certified Bookkeepers (Pty) Ltd

The Institute of Certified Bookkeepers (Pty) Ltd, (ICB), the longest established Professional Bookkeeping Institute in Southern Africa, was founded in 1931 to improve bookkeeping knowledge, sound business methods and establishing confidence in the commercial and general public in qualified, competent bookkeepers.

The ICB offers assessments to qualifications which demonstrate competency at various levels and provide the skills required to do a particular job, indicating to the employer that the employee is competent, therefore enabling the employee to be more effective and efficient, which will improve the employer's profitability.

In the modern business environment, professional qualifications such as a well-trained bookkeeper, office administrator or accountant will enable successful graduates to meet the needs of senior positions within industry, commerce and private practice.

The ICB offers the following programmes which lead to registered qualifications as indicated:

1. National Certificate Bookkeeping
2. Further Education and Training Certificate Bookkeeping
3. National Diploma Technical Financial Accounting
4. National Diploma Financial Accounting
5. Higher Certificate Office Administration
8. Advanced Certificate Office Administrations
9. Diploma Office Administration
10. National Certificate Small Business Financial Management

The ICB's qualifications and certificates receive international recognition through the International Qualifications for Business. The Association of Chartered Certified Accountants and the Chartered Institute of Management Accountants. Local recognition is given by the Southern African Institute of Business Accountants, The South African Institute of Tax Professionals and Chartered Secretaries Southern Africa, Learners intending to register for the assessment of any of the above ICB qualifications will be required to register as students of the ICB. They will also be required to pay the applicable assessment fee laid down by the ICB.

2. Particulars in Terms Of Section 51

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

The ICB's Board of Directors has duly authorised deputy to deal with matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Street Address:	Gradu8Ed House Century Square Heron Crescent Century City Cape Town
Email:	support@icb.org.za
Subject Line:	PAIA Request
Web address:	www.icb.org.za

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The Guide as Described in Section 10. [section 51(1)(b)]

The guide will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission

Postal Address:	Private Bag 2700 Houghton 2041
Telephone:	+27 – 11 – 484 8300
Facsimile	+27 – 11 – 484 0582
Website:	www.sahrc.org.za

3. Categories of Records Without Request

Categories of records without request of the ICB which are available without a person having to request access in terms of the act in terms of Section 52(2). [Section 51(1)(c)]

No notice of such records has been made to the Minister.

4. Records available in terms of any other legislation. [Section 51(1)(D)]

No notice of such records has been made to the Minister.

5. How to request a record.

A description of the subjects of the records held by the ICB and the categories in which these subjects are classed. [section 51(1)(e)]

How to Request a Record [see prescribed request form in section 9]

- Section 53 prescribes that a requester must use the prescribed form to request access to a record. The request must be made to the head of the private body, or his / her duly authorised deputy. This request must be made to the address or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requestor. The requestor should also indicate which form of access is required. The requestor should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requestor must identify the right that he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or the protection of that right.
- If the request is made on behalf of a person, the requester must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the head of the private body.
- The head of the private body must notify the requester (other than a personal requestor) by notice, requiring the requestor to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R 50.00. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted, then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then decide on the request and notify the requester in the required form.

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6. Categories or records held by the icb

a) Web page and library records

The website (www.icb.org.za) is accessible to anyone who has access to the Internet. The ICB's website has the following pages:

- Home
- Study Choices
- Resources
- News
- Contact
- Status
- Macci Login
- Student Login
- Provider Login

Following sub-pages;

- What to study
- How to Study
- Where to Study
- Getting Started
- Where to after ICB
- Knowledge base
- Learnerships & RPL & Studying Further
- Digital Portfolios
- Exam timetables and venues
- Exam Fees

b) Other records

- *Operational information* - This information can be defined as information needed in the day-to-day running of the organisation and is generally of little- to no use to persons outside the organisation. (Examples of such information are requisitions, address lists, request forms, company policies, contracts, employee records and general "housekeeping" information).
- *Communications*
- *Circulars*
- *Disciplinary files*
- *Academic Board documents and outcomes*
- *Examination scripts* - In terms of the examination regulations, these are only maintained for five (5) years after the date of such examination.
- *ICB database (electronic)* – subject to PAIA/POPI
- *Directors and Shareholders minutes* - Automatic access to minutes is limited to Directors and Shareholders.
- *Incorporation documents of the ICB, i.e. By-laws, Articles and Memorandum of Association.*
- *Financial records, including accounting records and auditor's report.*

c) Other Information as may be Prescribed [Section 51(1)(f)]

Not applicable

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7. Availability of the manual. [Section 51(3)]

This manual is available from the South African Human Rights Commission (see details above), the ICB (see details above), and in electronic format at www.icb.org.za.

8. Fees in respect of private bodies

The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R 1.10 for every photocopy of an A4-size page or part thereof.

The reproduction fees referred to in regulation 11(1) are as follows:

- | | |
|---|---------|
| a. Photocopy per A4 page | R 2.00 |
| b. Printing per A4 page | R 2.00 |
| c. Copy in a computer-readable format | R40.00 |
| d. Transcript of visual images per A4 page | R 75.00 |
| e. Copy of a visual image | R 75.00 |
| f. Transcription of an audio record per A4 page | R 40.00 |
| g. Copy of an audio record | R 50.00 |
| h. Search and preparation of the record for disclosure – per hour or part | R 145 |
| .00 thereof excluding the first hour, reasonably required for the search and preparation. | |
| i. Actual posting fee - this will vary based on the size, weight and type of postage. | |

9. Fees in respect of public bodies

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R 35.00. The access fees payable by a requester referred to in regulation 11(3) are as follows:

- | | |
|---|---------|
| a. Photocopy per A4 page | R 2.00 |
| b. Printing per A4 page | R 2.00 |
| c. Copy in a computer-readable format | R40.00 |
| d. Transcript of visual images per A4 page | R 75.00 |
| e. Copy of a visual image | R 75.00 |
| f. Transcription of an audio record per A4 page | R 40.00 |
| g. Copy of an audio record | R 50.00 |
| h. Search and preparation of the record for disclosure – per hour or part | R 145 |
| .00 thereof excluding the first hour, reasonably required for the search and preparation. | |
| i. Actual posting fee - this will vary based on the size, weight and type of postage. | |

For purposes of section 54(2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable; and
- One-third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to the requester.

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10. Registered VAT vendors

The Commission further confirms that Value-added Tax (VAT) is only payable by institutions who have registered as VAT vendors, as required under section 23 of the Value-Added Tax Act of 1991.

PRESCRIBED REQUEST FORM

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 General Manager: The Institute of Certified Bookkeepers (Pty) Ltd

b. Particulars of the 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:

Identity number:

Postal address:

Fax number:

Telephone number:

Email address:

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

c. Particulars of a person on whose behalf is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

d. Particulars of record

a. *Provide full particulars of the record to which access is requested, including the reference number 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.***

i. Description of the record or relevant part of the record.

ii. Reference number, if available.

iii. Any further particulars of record.

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.*

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- 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 needed to search for and prepare the record.
- d. If you qualify for an exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

- f. Form of access to a 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:	
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 to the access to the record, if any, will be determined partly by the form in which access is requested.			
1. If the record is in written or printed form:			
☐	Copy of record*	☐	Inspection of record
2. If record consists of visual images:			
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
☐	View the images	☐	Copy of the images*
☐		☐	Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
☐	Listen to the soundtrack (audio cassette)	☐	Transcription of soundtrack* (Written or printed document)
4. If a record is held on computer or in an electronic or machine-readable form:			
☐	A printed copy of record*	☐	A printed copy of information derived from the record*
☐		☐	Copy in computer-readable form*
* 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			

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g. Particulars of the 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 additional folios.***

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right.

h. Notice of decision regarding a 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?

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE