

SECTION 51 MANUAL FOR Body Alignment Technique CC

[This manual contains the necessary information required by requesters of information from
Body Alignment Technique CC]

- A. Contents
- B. Particulars in terms of the section 51 manual

A. Contents

1. Contact details [*Section 51(1)(a)*]
2. The section 10 Guide on how to use the Act [*Section 51(1)(b)*]
3. Records available in terms of any other legislation [*Section 51(1)(d)*]
4. Access to the records held by Body Alignment Technique CC [*Sections 51(1)(c) and 51(1)(e)*]
 - i. Records that may be requested [*Section 51(1)(e)*]
 - ii. The request procedures
5. Other information as may be prescribed [*Section 51(1)(f)*]
6. Availability of the manual [*Section 51(3)*]

Introduction to Body Alignment Technique CC

Body Alignment Technique CC is the head office for South Africa and co-ordinates the training of practitioners and teachers in this healing modality (by Jeff Levin, owner) annually on the practice of body alignment and 'vortex' alignment. Body Alignment Technique CC also sells 'vortex' cards and other products..

B. Particulars in terms of the section 51 manual

1. Contact details

Name

Dr Jeff Levin

Title

Owner

Postal Address

Body Alignment Technique CC
23 Gilquin Crescent
Hout Bay
Cape Town
7806

Street Address

Body Alignment Technique CC
23 Gilquin Crescent
Hout Bay
Cape Town

7806

Phone

(021) 790-5950

Fax

(021) 790-5950

Email

b-align@mweb.co.za

Website

www.bodyalignment.org

2. The section 10 Guide on how to use the Act

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, E-mail: paia@sahrc.org.za

3. Records available in terms of any other legislation

Basic Conditions of Employment No 75 of 1997

Close Corporations Act No 69 of 1984

Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993

Employment Equity Act No 55 of 1998

Income Tax Act No 95 of 1967

Labour Relations Act No 66 of 1995

Occupational Health & Safety Act No 85 of 1993

Skills Development Levies Act No 9 of 1999

Skills Development Act No 97 of 1998

Unemployment Contributions Act No 4 of 2002

Value Added Tax Act No 89 of 1991

Allied Health Professions Act 63 of 1982

4. Access to the records held by Body Alignment Technique CC

i. Records that may be requested:

Correspondence

Internal policies and procedures

Codes of conduct and policies to which the private body subscribes

Staff recruitment policies

Employment contracts

Remuneration records and policies

Other human resource confidential information and service records
Sales records
Production records
Product and service information
Contracts
Insurance policies and guarantees
Financial statements
Annual financial statements
Stock records
Assets inventory and financial records generally

ii. Form of request & fees:

- Requests must be made by e-mail to: b-align@mweb.co.za.
- The requester must use the form as contained in the Regulations (Form C) to make the request for access to a record. Form C and the fee structure can be found at www.sahrc.org.za or www.doj.gov.za.
- The requester must provide sufficient detail on the request form to enable the firm to identify the record and the requester.
- 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.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request.
- 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 requester may lodge 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 search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The form should be posted, faxed or e-mailed to the address above.
- **Note: Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act 2 of 2000.**

5. Other information as may be prescribed

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

6. Availability of the manual

The manual is available for inspection at the offices of Body Alignment Technique CC free of charge and copies are available from the SAHRC (www.sahrc.org.za).