



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 450

Pretoria, 13 December 2002  
Desember

No. 24167

## MANUALS

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

**INDEX**

<b>Company Name</b>	<b>Gazette No.</b>	<b>Date</b>	<b>Page No.</b>
Ceasars Global Resorts Management (Proprietary) Limited	24167	13-12-2002	67
De Beers Consolidated Mines Limited	24167	13-12-2002	3
Exhaustec CC	24167	13-12-2002	43
Global Resorts (East Rand) (Proprietary) Limited	24167	13-12-2002	59
Global Tyres CC	24167	13-12-2002	31
Grer Holdings (Proprietary) Limited	24167	13-12-2002	64
Möller & Pienaar Ing/Inc	24167	13-12-2002	70
Retrop Trust	24167	13-12-2002	20
Sanlam	24167	13-12-2002	55

# DE BEERS

A DIAMOND IS FOREVER

**DE BEERS CONSOLIDATED MINES LIMITED**  
**Reg No. 1888/000007/06**

## **PROMOTION OF ACCESS TO INFORMATION ACT MANUAL**

### **INTRODUCTION**

“The moment De Beers Consolidated Mines was incorporated by Cecil Rhodes some 110 years ago it became the largest and most successful diamond company in the world, and so it has remained. I always feel longevity must mean we are doing something right and fulfilling a need.”

**Nicky Oppenheimer, March 1999**

September 2002, Version 2

A copy of this manual will be available for inspection at the Human Rights Commission, at De Beers Consolidated Mines Limited Registered Office and on the following website:  
[www.debeersgroup.com](http://www.debeersgroup.com)



## SCOPE OF MANUAL

This manual has been prepared in respect of the De Beers Consolidated Mines (DBCM) group of Companies, including the De Beers Pension Fund and De Beers Benefit Society, as well as the following wholly-owned South African subsidiary companies:-

Name	Registration Number
Arosa Investments (Pty) Ltd	1982/010479/07
Central Selling Organisation (Pty) Ltd	1975/004047/07
DTC Valuations, RSA (Pty) Ltd	1976/003864/07
De Beers Holdings (Pty) Ltd	1896/001242/07
De Beers Investments (Pty) Ltd	1998/017455/07
De Beers Marine (Pty) Ltd	1983/009536/07
Debex (Pty) Ltd	1995/013301/07
Disorval Services (Pty) Ltd	1975/000544/07
Finsch Diamonds (Pty) Ltd	1962/000326/07
Hartington Investments (Pty) Ltd	1982/010502/07
Jurien Investment Holdings (Pty) Ltd	1996/016556/07
Magnificent Property Investments (Pty) Ltd	1968/009647/07
Plantagane (Pty) Ltd	1975/004417/07
Seduna Investment Holdings (Pty) Ltd	1996/016561/07
Smade Holdings (Pty) Ltd	1975/004048/07
The Diamond Corporation (Pty) Ltd	1930/002171/07
The Diamond Development Company (Pty) Ltd	1956/002223/07
The Diamond Purchasing and Trading Company (Pty) Ltd	1949/035577/07
The Diamond Trading Company (Pty) Ltd	1934/005253/07
Debex Process (Pty) Ltd	1990/007264/07
Three Sea (Pty) Ltd	1982/010436/07
Twelve Sea (Pty) Ltd	1982/010438/07
Advanced Mining Technology (Pty) Ltd	1981/005727/07
Debex Cape Properties (Pty) Ltd	1990/006984/07
Dancarl Diamonds (Pty) Ltd	1969/000726/07
Premier (Transvaal) Diamond Mining Company (Pty) Ltd	1902/001807/07
Village of Cullinan (Pty) Ltd	1992/005690/07

This manual covers only information held at the South African business areas listed in Part E.



**PART A****CONTACT DETAILS SECTION 51(1) (a)**

**POSTAL ADDRESS:** PO BOX 616  
KIMBERLEY  
8300

**STREET ADDRESS:** 36 STOCKDALE STREET  
KIMBERLEY  
8301

**PHONE NUMBER:** 053- 839 4111

**FAX NUMBER:** 053- 839 4210/839 4230

**SECRETARY:** R W KETLEY  
(Designated head of the private body)

**ENQUIRIES:** brenda.feder@debeersgroup.com  
(INFORMATION OFFICER)

**PART B****HUMAN RIGHTS COMMISSION USER'S GUIDE SECTION 51 (1) (b)**

In terms of Section 10 of the Promotion of Access to Information Act Number 2 of 2000 (herein after referred to as the Act) the Human Rights Commission is required to prepare a user's guide. The Guide will be available from the South African Human Rights Commission by no 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](http://www.sahrc.org.za)  
**E-mail:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)



## **PART C**

### **SECTION 51 (1) (D) – RECORDS KEPT UNDER THE FOLLOWING LEGISLATION**

#### **ACCOUNTING AND FINANCE**

Income Tax Act, No 58 of 1962  
Stamp Duties Act, No 77 of 1968  
Value Added Tax Act, No 89 of 1991

#### **HUMAN RESOURCES**

Basic Conditions of Employment Act, No 3 of 1983  
Employment Equity Act, No 55 of 1998  
Manpower Training Act, No 56 of 1981  
Skills Development Levies Act, No 9 of 1999  
Unemployment Insurance Act, No 30 of 1966  
Wages Act, No 5 of 1957  
Workmen's Compensation Act, No 30 of 1941

#### **ENVIRONMENTAL/ ECOLOGY**

National Environmental Management Act, No 107 Of 1998

#### **COMPANY SECRETARIAL AND ADMINISTRATION**

Companies Act, No 61 of 1973  
Diamonds Act No 56 of 1986

#### **SAFETY**

Mine Health and Safety Act 29/1996 and Regulations  
Occupational Diseases in Mines and Works Act 78/1973 and Regulations  
Occupational Health and Safety Act 85/1993 and Regulations

## **PART D**

Section 51(1) (e) of the Act requires sufficient detail to facilitate a request for access to a record of the private body, a description of the subjects on which the body holds records and the categories of records held on each subject.



The DBCM Information Officer, acting under the supervision of the head of the body, has been delegated with the task of receiving and co-ordinating all requests for access to information in terms of the Act. Requests should accordingly be directed to the Information Officer at the address referred to in Part A, must substantially correspond with form C of Annexure B to Government Notice No. R. 187 dated 15 February 2002, and should be specific in terms of the information requested and the business location of that information. If the requester is uncertain as to the exact location and specific description of the record concerned, he/she is invited to contact the DBCM Information Officer who will assist in identifying the information concerned.

The DBCM group holds information on the subjects underlined and listed below. Reflected beneath each subject is a broad indication of the categories of records held on each subject:

#### ACCOUNTING AND FINANCE

Accounting (financial and management)  
Annual financial statements  
Auditing  
Audits  
Banking  
Bookkeeping  
Budgets  
Capital expenditure  
Costs  
Creditors  
Debtors  
Estimates

Forecasts  
Forex  
Loans  
Project Finance  
Reports  
Revenues  
Shares  
Stores  
Taxation  
Tenders  
Warrants

#### BENEFIT SOCIETY

Administration  
Booklets  
Claims  
Communications  
Deceased estates  
Declarations  
Dependants  
Employment

Financial  
Forms  
Funds  
Medication  
Membership  
Projects  
Reconciliations  
Trustees minutes



### COMPANY SECRETARIAL AND ADMINISTRATION

Agreements and Contracts	Group Company information
Aircraft Management and Safety	Joint Venture Companies Information
Annual Financial Statements	Legislation - various
Annual General Shareholder's meetings minutes and agendas	Licences
Appointments	Maps/drawings
Associated Companies information	Memorandum and Articles of Association
Audits	Mine Museum Records
Budgets	Projects
Certificate of Incorporation	Property Leases
Certificate to Commence Business	Property Registers
Circulars to share holders	Register of Directors and Officers
Companies Act records	Scholarships
Corporate Identity	Share Certificates
Correspondence - general	Share Registers
Countries - General and specific information	Signing Authorities
Directorate	Statutory Information
Directors Attendance Registers	Stock exchange listings
Directors board meetings minutes and agendas	Strategic planning
Directors committee meetings (minutes and Agendas)	Subsidiary Companies information
	Title Deeds - various

### ENVIRONMENTAL/ ECOLOGY

Buildings/property	Projects
Conservation	Rehabilitation
Correspondence	Remote sensing
Environmental issues	Reports
Farming - Game and Cattle	Research
Game - Count and Audit	Safaris
Hunting	Tourism
ISO 14001	Transport
Minutes	Various Registers
Occupational hygiene	Water
Permits	



## EXPLORATION

Alluvial  
Anomalies  
Concessions  
Conferences  
Correspondence  
Countries - Various  
Databases  
Diamonds  
Geochemistry  
Geological models  
Geology  
Geomorphology  
Geophysics  
Geoscience – technical  
Kimberlites  
Methods

Micro diamonds  
Mine prospecting  
Mineral chemistry  
Mineral resources  
Mineralogy  
Minutes of Meetings  
Other minerals  
Petrography  
Policies and procedures  
Presentations  
Projects  
Remote sensing  
Reports  
Research and studies  
Technical Information  
Valuations

## HISTORICAL/ ARCHIVES

Agreements – Various  
Benguella Beleggings  
Cape Coast Exploration  
Cape Coast Explosive Works  
Central Mines Public Affairs  
Certificates - Various  
Chameis Bay Holdings (Pty) Limited  
Chief Accountant Records  
Constitutions - Company  
Correspondence  
De Beers Benefit Society  
De Beers Cold Storage  
De Beers Industrial Corporation  
Directors Board Meetings Minutes,  
Agendas and Correspondence  
Drawings – Technical and Historical  
Employee Record of Service  
Farms & Estate Department – General  
Information  
General Manager's Records

German South West Africa Diamonds  
Hans Merensky Association  
HLG Limited  
Indwe Railway, Collieries and Land  
Company Limited  
Kamfersdam Diamond Mining Company  
Klerksdorp Fourteen Streams Railway  
Koffiefontein Diamond Mining  
Company  
Legal Records  
London and South African Exploration  
Company  
Maps  
Marine Diamond Corporation Limited  
Marmora Mines and Estates Limited  
Minutes  
Moodies Gold Mining and Exploration  
Company Limited  
New Bultfontein Mining Company  
Limited





New Jagersfontein Mining and  
Exploration Company Limited  
Photographs  
Reports  
Rhodes Fruit Farms  
Secretarial Records  
Small Ventures

South African Collieries  
South African Marine, Fire and General  
Insurance  
SWA Concession Commission  
Title Deeds  
Voltas Sydicate  
Voorspoed Diamond Mining Company

### HUMAN RESOURCES

Career Path Assessment  
Clinic/hospital service  
Complements and strengths  
Conditions of Employment  
Employee development  
Employment equity  
Housing – Loans and Assistance  
Industrial relations  
Job Applications and Appointments  
Kleinzee School Records

Labour broker  
Minutes of Meetings  
Non trade union staff  
Personal Records  
Policies & procedures  
Reports  
Scholarships/bursaries  
Staff Accommodation  
Trade unions

### INFORMATION TECHNOLOGY

Contracts - Various  
Correspondence  
Data maps  
Databases  
Disaster recovery  
E-commerce  
Internet  
Intranet

Procedures and standards  
Research  
Security  
System documentation  
User liaison  
Y2K documentation



## LEGAL

Acts and amendments  
Agreements / various  
Appointments  
Commercial Law Matters  
Commission of Inquiry  
Competition Law  
Court Cases and Judgements  
Diamond Legislation  
Disposal of Mineral Rights  
Environmental issues  
Health and Safety Legislation  
International law

Joint Ventures  
Land Claims  
Land Rights  
Legal Correspondence  
Legislative Bills  
Licenses, Permissions and Exemptions  
Mining and Minerals Law  
Opinions  
Other agreements  
Property Law  
Water Law

## MINING AND RECOVERY

Engineering Information  
Geology  
Geotech  
Metallurgy Information  
Mine planning Information  
Mining Procedures  
Mining techniques

Projects / Various  
Recovery methods  
Reports / Various  
Resource databases  
Survey Information  
Technical Services Information

## PENSION FUND

Administration  
Booklets  
Claims  
Communications  
Deceased estates  
Declarations  
Dependants  
Employment  
Financial  
Forms  
Funds  
Medication  
Membership  
Projects  
Reconciliations

Trustees minutes



### PUBLIC AND CORPORATE AFFAIRS

Briefs and Announcements  
Charities  
Community and Social Responsibility  
Corporate Responsibility  
Environmental Awareness  
Functions  
HIV/AIDS  
Mine Visits  
Photographic Library

Press Releases  
Producer Relations  
Profiles  
Public relations  
Publications – In-House  
Shows, presentations and videos  
Social responsibility  
Speeches  
Sponsorship

### PROPERTY

See Company Secretarial and Administration

### RESEARCH AND DEVELOPMENT

Blueprints - Technology  
Diamond research  
Drawings - Technology  
Feasibility studies  
Geological models  
Mineral resource management  
Patents - Technology

Procedures  
Projects  
Reports - Technology  
Resource sampling  
Specifications  
Technical documents and notes

### SALES AND MARKETING

Advertisements  
Diamond Cutting industry  
Diamond Information  
Diamonds Act records  
DTC Information  
Profiles

Publications  
Sales and purchases  
Sightholder records  
Statistics  
Stock records

### SECURITY

Ammunition and firearm registers  
Case Dockets  
Diamond control  
Emergency Procedures  
Explosives Register  
Incident Logs  
Information Technology  
Investigations  
Police reports  
Polygraph results

Profiles  
Projects / Various  
Reports / Various  
Sorthouse Information  
Surveillance  
System drawings  
Training  
X-ray Records



### **SAFETY & HEALTH**

Accident Investigations  
 Chamber of Mines Correspondence  
 Emergency Procedures  
 Good Housekeeping  
 Legal Appointments  
 NOSA Information  
 Policy and Procedures  
 Registers / Various

Reports / Various  
 Safety Statistics  
 Samrass Statutory Information  
 SHE Minutes of Meeting  
 SHE Records  
 SHE Training  
 Vessel Safety

The records are held across the following DBCM business areas in South Africa:

- Cape Town Depot
- Corporate Headquarters (Johannesburg)
- De Beers Benefit Society (Kimberley)
- De Beers Dispensary (Kimberley)
- De Beers Geology (Centurion)
- De Beers Geology (Kimberley)
- De Beers Marine (Cape Town)
- De Beers Pension Fund (Kimberley)
- Diamond Development Company (Pty) Limited (The)
- Finsch Mine
- Harry Oppenheimer House (Kimberley)
- Head Office (Kimberley)
- Johannesburg Depot
- Kimberley Mines
- Koffiefontein Mine
- Namaqualand Mines
- Premier Mine (Cullinan)
- Shared Services (Kimberley)
- The Klipspringer Joint Venture
- The Oaks Mine (Limpopo Province)
- Venetia Mine (Limpopo Province)

### **PART E**

The De Beers Website [www.debeersgroup.com](http://www.debeersgroup.com) contains information on the following subjects:-

Careers at De Beers  
 Corporate Citizenship  
 De Beers  
 Debid  
 Debswana  
 Diamonds  
 DTC

Environment  
 Exploration  
 Namdeb  
 Operations  
 Recent news and topics  
 Research and Development



## **PART F**

### **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 Information Officer. 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 Information Officer 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 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)].

### **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 22(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee [s 22(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 22(6)].





## PART G

### AVAILABILITY OF THE MANUAL

The manual is available for inspection at the Company Head Office at the address referred to in Part A, the South African Human Rights Commission, the Government Gazette and the Company web site referred to in Part E.

## PART H

### FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

R



- |        |                                                                                                                                                   |                                                                        |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| (1)(a) | For every photocopy of an A4-size page or part thereof                                                                                            | 1,10                                                                   |
| (b)    | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form                            | 0,75                                                                   |
| (c)    | For a copy in a computer-readable form on -                                                                                                       |                                                                        |
|        | (i) stiffy disc                                                                                                                                   | 7,50                                                                   |
|        | (ii) compact disc                                                                                                                                 | 70,00                                                                  |
| (d)    | (i) For a transcription of visual images, for an A4-size page or part thereof                                                                     | 40,00                                                                  |
|        | (ii) For a copy of visual images                                                                                                                  | 60,00                                                                  |
| (e)    | (i) For a transcription of an audio record, for an A4-size page or part thereof                                                                   | 20,00                                                                  |
|        | (ii) For a copy of an audio record                                                                                                                | 30,00                                                                  |
| (f)    | To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation. |                                                                        |
| (2)    | For purposes of section 54(2) of the Act, the following applies:                                                                                  |                                                                        |
|        | (a)                                                                                                                                               | Six hours as the hours to be exceeded before a deposit is payable; and |
|        | (b)                                                                                                                                               | one third of the access fee is payable as a deposit by the requester.  |
| (3)    | The actual postage is payable when a copy of a record must be posted to a requester.                                                              |                                                                        |

## PART I

### PRESCRIBED FORMS

#### 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 Head:

#### B. Particulars of 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:

E-mail address:

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

**C. Particulars of person on whose behalf request 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 if 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.**

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. 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.  
(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 required to search for and prepare a record.  
(d) If you qualify for 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 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 for 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:**

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
--------------------------	-----------------	--------------------------	----------------------

**2. If record consists of visual images**

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

**3. If record consists of recorded words or information which can be reproduced in sound:**

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
--------------------------	-------------------------------------------	--------------------------	------------------------------------------------------------

**4. If record is held on computer or in an electronic or machine-readable form:**

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
--------------------------	-------------------------	--------------------------	------------------------------------------------------	--------------------------	----------------------------------------------------------

\*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

**G. Particulars of 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 the 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 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



**THE MANUAL OF**

**RETROP TRUST**

**Deeds number : IT 12004/97**

**Prepared in accordance with section 51 of  
The Promotion of Access to Information Act,  
Number 2 of 2000 ("The Act")**

## **1. CONTACT PARTICULARS**

Head of the Trust : Mr. P.J. Janse van Rensburg

713 Hestileen street  
GARSFONTEIN  
0042

P O Box 90536  
GARSFONTEIN  
0042

Tel (013) 932-4168

Fax: (013) 932-4169

## **2. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, Fax (011) 484-7149 or Website [www.sahrc.org.za](http://www.sahrc.org.za)

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

## **3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH EXHAUSTEC CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

The prescribed forms to be completed for submitting a request, are available in Annexure A of this manual.

**4. INFORMATION HELD**

The following records are available in accordance with the following legislation:

4.1 DEEDS REGITRIES ACT 47 OF 1937

4.2 INCOME TAX ACT 95 OF 1967

5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

**5.1 FINANCIAL RECORDS:**

5.1.1 Annual Financial statements and work papers

5.1.2 Income tax returns and assessments

5.1.3 All ledgers and records thereof

5.1.4 Bank records

5.1.5 Audit reports

**5.2 FIXED ASSETS:**

5.2.1 Assets registers

5.2.2 Mortgage bond

5.2.3 Maintenance

**5.3 STATUTORY RECORDS:**

5.3.1 Trust Deeds

## **6 REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Retrop Trust, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Trustee of the Trust.

The Member will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. The fee structure applicable to private bodies is available in Annexure B of the manual or at the office of Retrop Trust on request.

**NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.**

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

## **7 AVAILABILITY OF THE MANUAL**

Copies of this manual is available for inspection, free of charge, at the offices of Retrop Trust; copies are also available from the South African Human Rights Commission; from the Government printers.

- (i) for an A4-size page or part thereof R 20.00
  - (ii) for a copy of an audio record R 30.00
  - (f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonable required for such search and preparation.
3. The postal fee payable when a copy of a record must be posted to the requester Actual postal fee
4. Fee payable when the preparation for the record exceeds six hours 1/3 of access is payable as deposit by the requester



## ANNEXURE A

FORM C**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 Head: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## B. Particulars of 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: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

## C. Particulars of person on whose behalf request is made

*This section must be completed ONLY if 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 if that is known to you, to enable the record to be located.*
- (b) *In 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.*

1. Description of record or relevant part of the record: \_\_\_\_\_

\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

\_\_\_\_\_

3. 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.
- (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 required to search for and prepare a record.
- (d) If you qualify for 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 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 case you will be informed if access will be granted in another form.
- (c) The fee payable for 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, slide, 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 record is held on computer or in an electronic or machine readable form:				
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
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

G. Particulars of 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 the 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 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 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE**

**ANNEXURE B****FEES IN RESPECT OF PRIVATE BODIES****PART A****Fees payable for the disclosure of voluntarily available information**

1. For every photocopy of an A4-size page or part thereof R 1.10
2. For every printed copy of an A4 – size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
3. For a copy in a computer-readable form on:
  - (a) stiffy disc R 7.50
  - (b) compact disc R 70.00
4. For a transcription of visual images,
  - (a) for an A4-size page or part thereof R 40.00
  - (b) for a copy of visual images R 60.00
5. For a transcription of an audio record,
  - (a) for an A4-size page or part thereof R 20.00
  - (b) for a copy of an audio record R 30.00

**PART B****Request and access fees for information requested (other than voluntarily available information)**

1. The request fee payable by requester, other than personal requester R 50.00
2. Access fee for the cost of making a copy, the time required to search and prepare record (unless exempted)
  - (a) for every photocopy of an A4-size page or part thereof R 1.10
  - (b) for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
  - (c) for a copy in a computer-readable form on -
    - (i) stiffy disc R 7.50
    - (ii) compact disc R 70.00
  - (d) for a transcription of visual images,
    - (i) for an A4-size page or part thereof R 40.00
    - (ii) for a copy of visual images R 60.00
  - (e) for a transcription of an audio record,

**THE MANUAL OF**

**GLOBAL TYRES CC**

**Registration number : 1992/24770/23**

**Prepared in accordance with section 51 of  
The Promotion of Access to Information Act,  
Number 2 of 2000 ("The Act")**



**1. CONTACT PARTICULARS**

Head of the CC : Mr. P.J. Janse van Rensburg

28 Market street  
BRONKHORSTSPRUIT  
1020

P O Box 424  
BRONKHORSTSPRUIT  
1020

Tel (013) 932-4168

Fax: (013) 932-4169

**2. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, Fax (011) 484-7149 or Website [www.sahrc.org.za](http://www.sahrc.org.za)

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

**3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH EXHAUSTEC CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

The prescribed forms to be completed for submitting a request, are available in Annexure A of this manual.

#### **4. INFORMATION HELD**

**The following records are available in accordance with the following legislation:**

- 4.1 CLOSE CORPORATION ACT 69 OF 1984**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 EMPLOYMENT EQUITY ACT 55 OF 1998**
- 4.5 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**
- 4.6 COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993**
- 4.7 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993**
- 4.8 REGIONAL SERVICE COUNCILS ACT 109 OF 1985**
- 4.9 INCOME TAX ACT 95 OF 1967**
- 4.10 VALUE ADDED TAX ACT 89 OF 1991**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

##### **5.1 OPERATIONAL RECORDS:**

- 5.1.1 Price lists**
- 5.1.2 Contract / customer details**
- 5.1.3 Administrative matters**

**5.2 FIXED ASSETS:**

- 5.2.1 Assets registers
- 5.2.2 Lease / Installment agreements
- 5.2.3 Maintenance
- 5.2.4 Licenses

**5.3 DISTRIBUTION RECORDS:**

- 5.3.1 Orders
- 5.3.2 Invoices
- 5.3.3 Delivery notes

**5.4 HUMAN RESOURCES:**

- 5.4.1 Disciplinary records
- 5.4.2 Payroll records
- 5.4.3 Leave, sick leave, maternity and special leave records
- 5.4.4 UIF records
- 5.4.5 Training schedules and material
- 5.4.6 MIFA records
- 5.4.7 Personnel records
- 5.4.8 Job description
- 5.4.9 PAYE records

**5.5 FINANCIAL RECORDS:**

- 5.5.1 Annual Financial statements and work papers
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 All ledgers and records thereof
- 5.5.5 Bank records
- 5.5.6 Insurance records
- 5.5.7 Investment records

## **6 REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Global Tyres CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Member will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. The fee structure applicable to private bodies is available in Annexure B of the manual or at the office of Global Tyres CC on request.

**NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.**

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

## **7 AVAILABILITY OF THE MANUAL**

Copies of this manual is available for inspection, free of charge, at the offices of Global Tyres CC; copies are also available from the South African Human Rights Commission; from the Government printers.

## ANNEXURE A

FORM C**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 Head: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## B. Particulars of 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: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if 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 if that is known to you, to enable the record to be located.*
- (b) *In 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.*

1. Description of record or relevant part of the record: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. 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.
- (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 required to search for and prepare a record.
- (d) If you qualify for 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 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 case you will be informed if access will be granted in another form.
- (c) The fee payable for 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:**

<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
--------------------------	-----------------	--------------------------	----------------------



2. If record consists of visual Images (this includes photographs, slide, 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 record is held on computer or in an electronic or machine readable form:				
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
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

## G. Particulars of 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 the 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 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 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE**

**ANNEXURE B****FEES IN RESPECT OF PRIVATE BODIES****PART A****Fees payable for the disclosure of voluntarily available information**

1. For every photocopy of an A4-size page or part thereof R 1.10
2. For every printed copy of an A4 – size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
3. For a copy in a computer-readable form on:
  - (a) stiffy disc R 7.50
  - (b) compact disc R 70.00
4. For a transcription of visual images,
  - (a) for an A4-size page or part thereof R 40.00
  - (b) for a copy of visual images R 60.00
5. For a transcription of an audio record,
  - (a) for an A4-size page or part thereof R 20.00
  - (b) for a copy of an audio record R 30.00

**PART B****Request and access fees for information requested (other than voluntarily available information)**

1. The request fee payable by requester, other than personal requester R 50.00
2. Access fee for the cost of making a copy, the time required to search and prepare record (unless exempted)
  - (a) for every photocopy of an A4-size page or part thereof R 1.10
  - (b) for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
  - (c) for a copy in a computer-readable form on -
    - (i) stiffy disc R 7.50
    - (ii) compact disc R 70.00
  - (d) for a transcription of visual images,
    - (i) for an A4-size page or part thereof R 40.00
    - (ii) for a copy of visual images R 60.00
  - (e) for a transcription of an audio record,

- |                                                                                                                                                       |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| (i) for an A4-size page or part thereof                                                                                                               | R 20.00 |
| (ii) for a copy of an audio record                                                                                                                    | R 30.00 |
| (f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonable required for such search and preparation. |         |
3. The postal fee payable when a copy of a record must be posted to the requester Actual postal fee
4. Fee payable when the preparation for the record exceeds six hours 1/3 of access is payable as deposit by the requester

**THE MANUAL OF**

**EXHAUSTEC CC**

**Registration number : 2000/055924/23**

**Prepared in accordance with section 51 of  
The Promotion of Access to Information Act,  
Number 2 of 2000 ("The Act")**

## **1. CONTACT PARTICULARS**

Head of the CC : Mr. P.J. Janse van Rensburg

28 Market street  
BRONKHORSTSPRUIT  
1020

P O Box 424  
BRONKHORSTSPRUIT  
1020

Tel (013) 932-4168

Fax: (013) 932-4169

## **2. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, Fax (011) 484-7149 or Website [www.sahrc.org.za](http://www.sahrc.org.za)

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

## **3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH EXHAUSTEC CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

The prescribed forms to be completed for submitting a request, are available in Annexure A of this manual.

#### **4. INFORMATION HELD**

**The following records are available in accordance with the following legislation:**

- 4.1 CLOSE CORPORATION ACT 69 OF 1984**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 EMPLOYMENT EQUITY ACT 55 OF 1998**
- 4.5 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**
- 4.6 COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993**
- 4.7 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993**
- 4.8 REGIONAL SERVICE COUNCILS ACT 109 OF 1985**
- 4.9 INCOME TAX ACT 95 OF 1967**
- 4.10 VALUE ADDED TAX ACT 89 OF 1991**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

##### **5.1 OPERATIONAL RECORDS:**

- 5.1.1 Price lists**
- 5.1.2 Contract / customer details**
- 5.1.3 Administrative matters**



**5.2 DISTRIBUTION RECORDS:**

- 5.2.1 Orders
- 5.2.2 Invoices
- 5.2.3 Delivery notes

**5.3 HUMAN RESOURCES:**

- 5.3.1 Disciplinary records
- 5.3.2 Payroll records
- 5.3.3 Leave, sick leave, maternity and special leave records
- 5.3.4 UIF records
- 5.3.5 Training schedules and material
- 5.3.6 MIFA records
- 5.3.7 Personnel records
- 5.3.8 Job description
- 5.3.9 PAYE records

**5.4 FINANCIAL RECORDS:**

- 5.4.1 Annual Financial statements and work papers
- 5.4.2 VAT returns
- 5.4.3 Income tax returns and assessments
- 5.4.4 All ledgers and records thereof
- 5.4.5 Bank records

**6 REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Exhaustec CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Member will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. The fee

structure applicable to private bodies is available in Annexure B of the manual or at the office of Exhaustec CC on request.

**NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.**

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

## **7 AVAILABILITY OF THE MANUAL**

Copies of this manual is available for inspection, free of charge, at the offices of Exhaustec CC; copies are also available from the South African Human Rights Commission; from the Government printers.

**ANNEXURE A****FORM C****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 Head: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- B. Particulars of 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: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

## C. Particulars of person on whose behalf request is made

*This section must be completed ONLY if 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 if that is known to you, to enable the record to be located.*
- (b) *In 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.*

1. Description of record or relevant part of the record: \_\_\_\_\_

\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

\_\_\_\_\_

3. 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.
- (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 required to search for and prepare a record.
- (d) If you qualify for 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 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 case you will be informed if access will be granted in another form.
- (c) The fee payable for 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, slide, 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 record is held on computer or in an electronic or machine readable form:			
printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
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

## G. Particulars of 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 the 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 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 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE**

**ANNEXURE B****FEES IN RESPECT OF PRIVATE BODIES****PART A****Fees payable for the disclosure of voluntarily available information**

1. For every photocopy of an A4-size page or part thereof R 1.10
2. For every printed copy of an A4 – size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
3. For a copy in a computer-readable form on:
  - (a) stiffy disc R 7.50
  - (b) compact disc R 70.00
4. For a transcription of visual images,
  - (a) for an A4-size page or part thereof R 40.00
  - (b) for a copy of visual images R 60.00
5. For a transcription of an audio record,
  - (a) for an A4-size page or part thereof R 20.00
  - (b) for a copy of an audio record R 30.00

**PART B****Request and access fees for information requested (other than voluntarily available information)**

1. The request fee payable by requester, other than personal requester R 50.00
2. Access fee for the cost of making a copy, the time required to search and prepare record (unless exempted)
  - (a) for every photocopy of an A4-size page or part thereof R 1.10
  - (b) for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
  - (c) for a copy in a computer-readable form on -
    - (i) stiffy disc R 7.50
    - (ii) compact disc R 70.00
  - (d) for a transcription of visual images,
    - (i) for an A4-size page or part thereof R 40.00
    - (ii) for a copy of visual images R 60.00
  - (e) for a transcription of an audio record,



- |                                                                                                                                                       |                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| (i) for an A4-size page or part thereof                                                                                                               | R 20.00                                              |
| (ii) for a copy of an audio record                                                                                                                    | R 30.00                                              |
| (f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonable required for such search and preparation. |                                                      |
| 3. The postal fee payable when a copy of a record must be posted to the requester                                                                     | Actual postal fee                                    |
| 4. Fee payable when the preparation for the record exceeds six hours                                                                                  | 1/3 of access is payable as deposit by the requester |



## MANUAL

**Prepared in terms of section 51 of the  
Promotion of Access to Information Act 2 of 2000  
for assistance in obtaining access to information from:**

- **Sanlam Life Insurance Limited ("Sanlam Life")**
- **Sanlam Limited**
- **Sanlam Trust Limited**
- **Sanlamtrust Managers Limited**
- **I-Compli (Pty) Limited**
- **Multi-Data (Pty) Limited**
- **Sanlam Endowment Options (Pty) Limited**

**CATEGORIES OF RECORDS AND SUBJECTS ON WHICH RECORDS ARE HELD**

<b><i>Products and Services subjects –</i></b>	
▪ Long-term insurance products	▪ Retirement annuities, Pension Funds
▪ Savings products	▪ Trust services
▪ Unit trust products	▪ Money transfer services
▪ Investment and risk products to groups and schemes	▪ Actuarial and consulting services to the group retirement industry
▪ All records kept in terms of legislation applicable to any of the above products or services and the Financial Services Industry in general	
<b><i>Company Records subjects –</i></b>	
▪ Finance	▪ Distribution
▪ Actuarial	▪ Marketing
▪ Client care	▪ Information technology
▪ Product management	▪ Human resources
▪ All records kept in terms of the Company Laws of South Africa	
<b><i>Subjects on whom records are held –</i></b>	
▪ Shareholders	▪ Subsidiary companies
▪ Policyholders	▪ Advisers
▪ Directors	▪ Brokers
▪ Employees	▪ Clients
▪ Officials	▪ Banking institutions
▪ Consultants	▪ External companies / contractors
▪ Investors	▪ Third Parties
▪ Auditors	▪ Associate Companies
<b><i>Which records are held in respect of the above-mentioned subjects?</i></b>	
▪ Confidential	▪ Scientific
▪ Personal	▪ Research
▪ Commercial	▪ Operational
▪ Financial	▪ Trade
▪ Group/company incorporation	▪ Business
▪ Group/company financial	▪ Internal group/company divisions
▪ Group/company departments	▪ Group/company structure
▪ Strategy	▪ Operational
▪ Contractor	▪ Policyholder
▪ Medical	▪ Shareholder
▪ Subsidiary companies	▪ External companies
▪ Adviser	▪ Broker
▪ Consultant	▪ Directors
▪ Information technology	▪ Employee
▪ Client	▪ Banking institutions
▪ Product and services	▪ Official/legal
▪ Contracts	▪ Policy documents
▪ Rules of Funds	▪ Board of Trustees decisions
▪ Statutory required reports	

**RECORDS HELD IN TERMS OF THE FOLLOWING LEGISLATION**

▪ Long-term Insurance Act, 52 of 1998	▪ Employment Equity Act, 55 of 1998
▪ Pension Funds Act, 24 of 1956	▪ Prevention of Organised Crime Act, 121 of 1998
▪ Policyholder Protection Rules	▪ Financial Intelligence Centre Act, 38 of 2001
▪ Unit Trust Control Act, 54 of 1981	▪ Financial Markets Control Act, 55 of 1998
▪ Inspection of Financial Institutions Act, 80 of 1998	▪ Insider Trading Act, 135 of 1998
▪ Stock Exchange Control Act, 1 of 1985	▪ Income Tax Act, 58 of 1962
▪ Labour Relations Act, 66 of 1995	▪ Value-Added Tax Act, 89 of 1991
▪ Basic Conditions of Employment Act, 75 of 1997	▪ Unemployment Insurance Act, 30 of 1966
▪ Companies Act, 61 of 1973	▪ Custody and Administration of Securities Act, 81 of 1987
▪ Consumer Affairs (Unfair Business Practices Act), 71 of 1988	▪ Trade Marks Act, 194 of 1993
▪ Compensation of Occupational Injuries and Diseases Act, 130 of 1993	▪ Pension Fund Regulations
▪ Administration of Estates Act, 66 of 1965	▪ Participation Bonds Act, 55 of 1981
▪ Trust Property Control Act, 57 of 1988	▪ National Payment System Act, 78 of 1998
▪ Usury Act, 73 of 1965	▪ Financial Institutions (Protection of Funds) Act, 28 of 2001

**HAS SANLAM LIFE PUBLISHED A NOTICE STATING WHICH RECORDS CAN BE OBTAINED VOLUNTARY AND AUTOMATICALLY WITHOUT A PERSON HAVING TO MAKE A REQUEST AS PROVIDED FOR IN SECTION 52(2) OF THE ACT?**

No notice in terms of Section 52(2) of the Act has been published. Certain records are however freely available on Sanlam's website [WWW.SANLAM.CO.ZA](http://WWW.SANLAM.CO.ZA).

**WHAT PROCEDURE IS PRESCRIBED BY THE ACT IF YOU WISH TO OBTAIN INFORMATION?**

- ☐ Complete the necessary application form. (If you need help on where to obtain the application form or you need help on any other matter, contact Anne-Marie van Dyk at (021) 947-2507\*)
- ☐ Send the completed application form to the address below and mark it for the attention of the relevant Company Official mentioned below
- ☐ The Company Official will then process your application and inform you of the fees (if any) you have to pay and the different procedures that must be followed until your application is finalized\*
- ☐ *Note: Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000*

\* The forms and fees payable are available on our website [WWW.SANLAM.CO.ZA](http://WWW.SANLAM.CO.ZA)

Address 2 Strand Street, Bellville, 7530  
P O Box 1, Sanlamhof, Bellville, 7532

*Company Officials*

<b>Sanlam Life – Louis Venter</b>		<b>Sanlam Limited – Johan P Bester</b>	
E-mail	<a href="mailto:louis.venter@sanlam.co.za">louis.venter@sanlam.co.za</a>	E-mail	<a href="mailto:johan.bester@sanlam.co.za">johan.bester@sanlam.co.za</a>
Tel	(021) 947-3522	Tel	(021) 947-3082
Fax	(021) 947-2653	Fax	(021) 947-1068
<b>Sanlam Trust Limited – Berrie Botha</b>		<b>Sanlamtrust Managers Limited – Fanie Lategan</b>	
E-mail	<a href="mailto:berrie.botha@sanlam.co.za">berrie.botha@sanlam.co.za</a>	E-mail	<a href="mailto:fanie.lategan@sanlam.co.za">fanie.lategan@sanlam.co.za</a>
Tel	(021) 947-4062	Tel	(021) 947-6248
Fax	(021) 947-1496	Fax	(021) 947-6710
<b>I-Compli (Pty) Limited – Emil Scheepers</b>		<b>Multi-Data (Pty) Limited – Robert Dommissie</b>	
E-mail	<a href="mailto:emil.scheepers@sanlam.co.za">emil.scheepers@sanlam.co.za</a>	E-mail	<a href="mailto:robert.dommissie@sanlam.co.za">robert.dommissie@sanlam.co.za</a>
Tel	(021) 947-2449	Tel	(021) 947-5792
Fax	(021) 947-6500	Fax	(021) 947-3850
<b>Sanlam Endowment Options (Pty) Ltd – Danie Claassen</b>			
E-mail	<a href="mailto:danie.claassen@sanlam.co.za">danie.claassen@sanlam.co.za</a>		
Tel	(021) 947-4810		
Fax	(021) 947-2102		

**THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE**

The Human Rights Commission must compile a guide to help people who wish to exercise any rights granted by the Act. If you need any help, you can contact the Human Rights Commission at the following address:

Private Bag 2700, HOUGHTON, 2041

Tel (+27 11) 484 8300

Fax (+27 11) 484-0582

Web [www.sahrc.org.za](http://www.sahrc.org.za)

**GLOBAL RESORTS (EAST RAND) (PROPRIETARY) LIMITED**  
**Registration Number 1996/009361/07**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF**  
**THE PROMOTION OF ACCESS TO INFORMATION ACT,**  
**NO 2 OF 2000 ("the Act")**

**PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

**PART 1**

**1. Contact details**

The Deputy-Chief Executive Officer of Global Resorts (East Rand) (Pty) Limited has been authorised by the Chief Executive Officer to exercise and comply with the rights and obligations conferred in terms of the Act.

<b>Address:</b>	<b>64 Jones Road Kempton Park</b>
<b>Postal Address:</b>	<b>P O Box 956 Kempton Park</b>
<b>Telephone Number:</b>	<b>011 928 1000</b>
<b>Fax Number:</b>	<b>011 928 1001</b>
<b>e-mail:</b>	<b>aia@caesars.co.za</b>

Should you request information in terms of the Act, please complete the prescribed form. Remember to indicate the following on the form:

- Form of access required;
- Identify the right you want to exercise or protect and give an explanation why the record is needed for the purpose;
- Specify a postal address or fax number in South Africa or an e-mail address;
- Proof of the capacity in which you are acting, if requesting access on behalf of a third party.

## PART 2

### 2. The Guide as described in section 10

The Guide will be available from the South African Human Rights Commission no later than August 2003 and will be printed in each of the official languages. 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)

## PART 3

### 3. Notice(s) in terms of Section 52(2) of the Act

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).

No section 52(2) notice has yet been published by the Minister.

## PART 4

### 4. Records available in terms of any other legislation

Companies Act, 61 of 1973  
Income Tax Act, 58 of 1962  
Value Added Tax Act, 89 of 1991  
Unemployment Insurance Act, 30 of 1966  
Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Labour Relations Act, 66 of 1998  
Basic Conditions of Employment Act, 75 of 1997  
Employment Equity Act, 55 of 1998  
Skills Development Levies Act, 9 of 1999  
Occupational Health and Safety Act, 85 of 1993  
Gauteng Gambling Act, 4 of 1995

## **PART 5**

5. **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.**

### **Web Page**

The Web Page ([www.caesars.co.za](http://www.caesars.co.za)) is accessible to anyone who has access to the Internet. The Web Page has the following categories:

- Entertainment
- Casino
- Conference and Function Facilities
- Hotels
- Competitions and Specials
- Winners Circle
- What's New
- Contact Details
- Where to find us
- Jobs @ Caesars
- Terms and Conditions

### **Other**

**The mere fact that the information of the Company is listed in this Part 5 does not mean that the information will be available, as the Company in terms of Chapter 4 of the Act, has the right to refuse a request for information should any of the grounds of refusal as set out in Chapter 4 of the Act, exist.**

### **Company Secretarial and Legal**

- Agreements
- Company Secretarial Records
- Trademarks



**Finance**

- Financial Statements
- Management Accounts
- Budgets
- Management Plans
- Asset Registers
- Company Policies
- Banking Records
- Purchasing Records
- Audit Reports

**Security**

- Records

**Human Resources**

- Benefits
- Provident Fund
- Staff Records
- Employment Equity Reports
- Skill Levy Reports
- Training and Development Records
- Industrial Relations Records

**Operational**

- Hotel Database
- Database and Computer Software
- Health and Safety Records
- Maintenance Records
- Winners Circle Details

**PART 6****6. Other information as may be prescribed**

None

## PART 7

7. In accordance with the Regulations to the Act, the Manual has been made available to the South African Human Rights Commission and can be accessed on the their web-site ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette. The manual is also published on the web-site of the Company, [www.caesars.co.za](http://www.caesars.co.za) together with the prescribed form and the fees applicable.

Acknowledgment – The South African Human Rights Commission

**GRER HOLDINGS (PROPRIETARY) LIMITED**  
**Registration Number 1997/015805/07**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF**  
**THE PROMOTION OF ACCESS TO INFORMATION ACT,**  
**NO 2 OF 2000 ("the Act")**

**PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

**PART 1**

**PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

**1. Contact details**

The Deputy-Chief Executive Officer of GRER Holdings (Pty) Limited has been authorised by the Chief Executive Officer to exercise and comply with the rights and obligations conferred in terms of the Act.

<b>Address:</b>	<b>64 Jones Road Kempton Park</b>
<b>Postal Address:</b>	<b>P O Box 956 Kempton Park</b>
<b>Telephone Number:</b>	<b>011 928 1000</b>
<b>Fax Number:</b>	<b>011 928 1001</b>
<b>e-mail:</b>	<b>aia@caesars.co.za</b>

Should you request information in terms of the Act, please complete the prescribed form. Remember to indicate the following on the form:

- Form of access required;
- Identify the right you want to exercise or protect and give an explanation why the record is needed for the purpose;
- Specify a postal address or fax number in South Africa or an e-mail address;
- Proof of the capacity in which you are acting, if requesting access on behalf of a third party.

## PART 2

### 2. The Guide as described in section 10

The Guide will be available from the South African Human Rights Commission no later than August 2003 and will be printed in each of the official languages. 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)

## PART 3

### 3. Gaining access to the records held by the private body in question

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).

No section 52(2) notice has yet been published by the Minister.

## PART 4

### 4. Records available in terms of any other legislation

Companies Act, 61 of 1973  
Income Tax Act, 58 of 1962

## PART 5

5. 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.

The mere fact that the information of the Company is listed in this Part 5 does not mean that the information will be available, as the Company in terms of Chapter 4 of the Act, has the right to refuse a request for information should any of the grounds of refusal as set out in Chapter 4 of the Act, exist.

### Company Secretarial and Legal

- Company Secretarial Records

### Finance

- Financial Statements
- Banking Records
- Audit Reports

## PART 6

6. Other information as may be prescribed

None

## PART 7

7. In accordance with the Regulations to the Act, the Manual has been made available to the South African Human Rights Commission and can be accessed on the their web-site ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette. The manual is also published on the web-site, [www.caesars.co.za](http://www.caesars.co.za) together with the prescribed form and the fees applicable.

Acknowledgment – The South African Human Rights Commission

**CAESARS GLOBAL RESORTS MANAGEMENT (PROPRIETARY)  
LIMITED**

**Registration Number 1996/009634/07**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF  
THE PROMOTION OF ACCESS TO INFORMATION ACT,  
NO 2 OF 2000 ("the Act")**

**PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

**PART 1**

**PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

**1. Contact details**

The Deputy-Chief Executive Officer of Caesars Global Resorts Management (Pty) Limited has been authorised by the Chief Executive Officer to exercise and comply with the rights and obligations conferred in terms of the Act.

**Address:** 64 Jones Road  
Kempton Park

**Postal Address:** P O Box 956  
Kempton Park

**Telephone Number:** 011 928 1000

**Fax Number:** 011 928 1001

**e-mail:** aia@caesars.co.za

Should you request information in terms of the Act, please complete the prescribed form. Remember to indicate the following on the form:

- Form of access required;
- Identify the right you want to exercise or protect and give an explanation why the record is needed for the purpose;
- Specify a postal address or fax number in South Africa or an e-mail address;

- Proof of the capacity in which you are acting, if requesting access on behalf of a third party.

## **PART 2**

### **2. The Guide as described in section 10**

The Guide will be available from the South African Human Rights Commission no later than August 2003 and will be printed in each of the official languages. 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)

## **PART 3**

### **3. Gaining access to the records held by the private body in question**

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).

No section 52(2) notice has yet been published by the Minister.

## **PART 4**

### **4. Records available in terms of any other legislation**

Companies Act, 61 of 1973  
Income Tax Act, 58 of 1962  
Value Added Tax Act, 89 of 1991

## PART 5

5. 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.

The mere fact that the information of the Company is listed in this Part 5 does not mean that the information will be available, as the Company in terms of Chapter 4 of the Act, has the right to refuse a request for information should any of the grounds of refusal as set out in Chapter 4 of the Act, exist.

### Company Secretarial and Legal

- Company Secretarial Records

### Finance

- Financial Statements
- Banking Records
- Audit Reports

## PART 6

6. Other information as may be prescribed.

None

## PART 7

7. In accordance with the Regulations to the Act, the Manual has been made available to the South African Human Rights Commission and can be accessed on the their web-site ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette. The manual is also published on the web-site, [www.caesars.co.za](http://www.caesars.co.za) together with the prescribed form and the fees applicable.

Acknowledgment – The South African Human Rights Commission



**M**ÖLLER & PIENAAR ING / INC

*Reg. No.: 2001/003958/21*

**MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF  
THE PROMOTION OF ACCESS TO INFORMATION ACT,  
NO 2 OF 2002**

## 1. INTRODUCTION

### 1.1 PURPOSE OF THE ACT

RECOGNISING *inter alia* THAT:

- \* Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and
- \* Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone **when that information is required for the exercise or protection of any rights**

AND IN ORDER TO-

- \* foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information
- \* actively promote a society in which the people of South Africa have effective access to information

the Promotion of Access to Information Act, 2 of 2002 ("the Act") was enacted to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

### 1.2 MAIN BUSINESS OF MÖLLER & PIENAAR INCORPORATED

Möller & Pienaar Incorporated is a firm of attorneys admitted to practise as such in the High Court of South Africa and governed by *inter alia* the Attorneys Act, 1979.

## 2. DEFINITIONS

The following words will bear the following meaning in this manual:

<i>"the Act"</i>	The Promotion of Access to Information Act, No 2 of 2002
<i>"working days"</i>	Means any day other than a Saturday, Sunday or Public Holiday
<i>"head"</i>	The senior director of Möller & Pienaar Inc who is acting as head of the Company
<i>"Personal Requester"</i>	means a requester who is seeking access to a record containing personal information about that requester.
<i>"Requester"</i>	means any person making a request for access to a record
<i>"Third Party"</i>	means any other than the requester

**PART 1****SECTION 51(1)(a) OF THE ACT****3. CONTACT DETAILS:**

**HEAD:** J H MÖLLER

**Postal address:** Möller & Pienaar Incorporated  
P. O Box 12854  
Hatfield  
0028

**Physical address:** Möller & Pienaar Incorporated  
Hatfield Forum West  
1067 Arcadia Street  
Hatfield

**Tel:** 012-342 3549

**Fax:** 012-342 4724

**E-Mail:** [jan@mollers.co.za](mailto:jan@mollers.co.za)

## **PART 2**

### **SECTION 51(1)(b) OF THE ACT**

#### **4. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to:

**THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

**PAIA Unit**

**The Research and Documentation Department**

**Private Bag X2700, Houghton, 2041**

**Tel: 011-484 8300**

**Fax: 011-484 1360**

**Website: [www.sahrc.org.za](http://www.sahrc.org.za)**

***E-mail address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)***

**PART 3****SECTION 51(1)(c) OF THE ACT****5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2)**

**NONE PUBLISHED**

**Möller & Pienaar Inc holds no information that is freely available without a requestor having to request access in terms of the Act.**

**PART 4****SECTION 51(1)(d)&(e)****6. RECORDS**

Möller & Pienaar Inc. holds records on the following subjects and categories:

**6.1 PERSONNEL RECORDS**

6.1.1 Personal records provided by employees

6.1.2 Records provided by individuals other than employees

6.1.3 Employment agreements and conditions of employment

6.1.4 Disciplinary and evaluation records

6.1.5 Correspondence relating to personnel

6.1.6 Training material

6.1.7 Requests for leave

6.1.8 Absence record

6.1.9 Personnel file

**6.2 CLIENT RECORDS**

6.2.1 Records provided by a client

6.2.2 Records provided by a client to a third party acting for or on behalf of Möller & Pienaar

6.2.3 Records provided by third parties

6.2.4 Records generated by or within Möller & Pienaar

6.2.5 Fee structures and agreements

6.3 GENERAL

6.3.1 Financial records

6.3.2 Insurance records

6.3.3 Asset Register

6.3.4 Databases

6.3.5 Law Society Records

6.3.6 Marketing Records

6.3.7 Internal Correspondence

6.3.8 External Correspondence

6.3.9 Securities

6.3.10 Commercial Agreements

All information requested shall only be made available subject to the provisions of the Act and subject to Attorney-Client Privilege.



## **PART 5**

### **7. MANNER OF ACCESS**

The Requester must use the prescribed form to make the request. (Annexure A)

No request, other than a personal request, will be processed without payment of the prescribed request fee. (Annexure B)

If a request is granted an access fee must be paid. (Annexure B)

The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted or refused.

## **PART 6**

### **8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS.**

In terms of Sections 62 to 69 of the Act access to a record may be refused on one of more of the following grounds:

- 8.1 Mandatory protection of the privacy of a third party who is a natural person.
  - 8.1.1 Mandatory protection of the commercial information of a third party
- 8.2 Mandatory protection of certain confidential information of a third party
- 8.3 Mandatory protection of the safety of individuals and the protection of property
- 8.4 Mandatory protection of records privileged from production in legal proceedings;
  - 8.4.1 The commercial information of Möller & Pienaar Inc
- 8.5 Mandatory protection of research information of a third party

Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

**PART 7****9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF MÖLLER & PIENAAR INCORPORATED**

A requester that is dissatisfied with the decision of the Head of Möller & Pienaar Inc., may subject to the provisions of the Act within 30 days of notification of the decision, apply to the Court for appropriate relief.

## **PART 8**

### **10. AVAILABILITY OF THIS MANUAL**

This manual is available for inspection at the offices of Möller & Pienaar Inc free of charge.

Copies of the manual may be obtained, subject to the payment of the prescribed fee (Annexure B) at the offices of Möller & Pienaar Inc.

The manual can also be accessed on the website of The South African Human Rights Commission, at the offices of The Law Society of the Northern Provinces and will be published in the Government Gazette.

## ANNEXURE A

## FORM C

**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 Head:

**B. Particulars of person requesting access to the record**

- |     |                                                                                                            |
|-----|------------------------------------------------------------------------------------------------------------|
| (a) | <i>The particulars of the person who requests access to the record must be given below.</i>                |
| (b) | <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i> |
| (c) | <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i>                |

Full names and surname:

Identity number:

Postal address:

Fax number: \_\_\_\_\_ Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>
--------------------------------------------------------------------------------------------------------------

Full names and surname:

Identity number:

**D. Particulars of record**

- |     |                                                                                                                                                                         |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.</i> |
| (b) | <i>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>          |

**1. Description of record or relevant part of the record:****2. Reference number, if available:**

**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.
- (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 required to search for and prepare a record.
- (d) If you qualify for 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 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 for 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:**

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
--------------------------	-----------------	--------------------------	----------------------

**2. If record consists of visual images**

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

**3. If record consists of recorded words or information which can be reproduced in sound:**

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
--------------------------	----------------------------------------------	--------------------------	---------------------------------------------------------------

**4. If record is held on computer or in an electronic or machine-readable form:**

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
--------------------------	-------------------------	--------------------------	---------------------------------------------------------	--------------------------	-------------------------------------------------------------------

\*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

**G. Particulars of 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 the 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 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

**ANNEXURE B****PART III****FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00



- |     |      |                                                                                                                                                      |       |
|-----|------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|     | (ii) | For a copy of visual images                                                                                                                          | 60,00 |
| (e) | (i)  | For a transcription of an audio record,<br>for an A4-size page or part thereof                                                                       | 20,00 |
|     | (ii) | For a copy of an audio record                                                                                                                        | 30,00 |
| (f) |      | To search for and prepare the record for disclosure, R30,00 for each hour or<br>part of an hour reasonably required for such search and preparation. |       |
| (2) |      | For purposes of section 54(2) of the Act, the following applies:                                                                                     |       |
|     | (a)  | Six hours as the hours to be exceeded before a deposit is payable;<br>and                                                                            |       |
|     | (b)  | one third of the access fee is payable as a deposit by the requester.                                                                                |       |
| (3) |      | The actual postage is payable when a copy of a record must be posted to a<br>requester.                                                              |       |
-



Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001  
Publications: Tel: (012) 334-4508, 334-4509, 334-4510  
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504  
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737  
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001  
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510  
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504  
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737  
Kaapstad-tak: Tel: (021) 465-7531