



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 451

Pretoria, 10 January 2003
Januarie

No. 24237

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

Company Name	Gazette No.	Date	Page No.
African Realty Trust Pension Fund	24237	10-01-03	13
African Realty Trust Provident Fund	24237	10-01-03	8
Airports Company South Africa Limited	24237	10-01-03	28
Fresh Produce Retirement Fund	24237	10-01-03	23
Integrated Labour Solutions (Pty) Ltd	24237	10-01-03	3
Murray and Roberts Materials Retirement Fund	24237	10-01-03	18

**INTEGRATED LABOUR SOLUTIONS (PTY) LTD****Manual****In terms of****PROMOTION OF ACCESS TO INFORMATION ACT NO
2 OF 2000****1. INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual which will assist either private or juristic persons in obtaining information from such private body.

Integrated Labour Solutions (ILS) is a private body carrying on business as a management consultancy. As such, the details required in order for a requester of information to obtain or apply for information which ILS holds, is contained hereunder:

2. ADDRESSES**CAPE TOWN:**

Postal: PO Box 12299
Mill Street
8010

Physical: 105 Dunkley House
32 Barnet Street
Gardens
8010

Website: www.ils-sa.com

GAUTENG:

PO Box 2544
Randburg
2125

6th Floor Surrey Place
291 Surrey Avenue
Ferndale
Randburg
2194

3. CONTACT PERSONS:**Head of Body:****Ian Paterson**

Telephone Number:

(021) 462 3933

Fax Number:

(021) 462 3932

Email:

ianp@ils-sa.com**Deputy Head:
(Executive Director)****Anton Bruwer**

Telephone:

(021) 462 3933

Fax Number:

(021) 462 3932

Email:

antonb@ils-sa.com**4. SECTION 10 GUIDE**

In terms of Section 10 of the Act, the South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. At the date of drafting this manual, such guide had not yet been made available by the SAHRC. The contact details for the SAHRC are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone: (011) 484 8300

Fax: (011) 484 0582

Website: www.sahrc.org.zaEmail: PAIA@sahrc.org.za

5. SECTION 52 (2) NOTICE

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records which it holds that are automatically available from the private body. The Minister may then publish such information by way of a notice in the Government Gazette. At the time of drafting this manual, no such information has been given by ILS to the Minister and no such notice has therefore been published.

6. RECORDS HELD BY ILS IN ACCORDANCE WITH LEGISLATION

ILS keeps information in accordance with the following legislation:

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962
- Unemployment Insurance Act, Act No. 4 of 2002
- Basic Conditions of Employment Act, Act No. 75 of 1997
- Employment Equity Act, Act No 55 of 1998
- Skills Development Act, Act No. 9 of 1999
- Occupational Health and Safety Act, Act No. 85 of 1993

Please note that the above may not be an exhaustive list.

7. SUBJECTS AND CATEGORIES OF INFORMATION HELD BY ILS

Please note that the records listed below are not automatically available, and the process outlined in 8 below must be followed.

	SUBJECT	CATEGORIES
1.	Human Resources	Includes: Employment Contracts, Disciplinary / Performance records, Employee Personal Details (curriculum vitae) Employment Equity Plan and Report (available from 30 June 2003), Application forms (loans, leave etc.)
2.	Operational Information	Includes: Internal phone lists, Client Information, Company Policies, Minutes of Board Meetings, Resolutions, Marketing Material, Contracts with Clients and Suppliers, Training Material Information
3.	Communications	Internal and external correspondence

8. ACCESSING A RECORD HELD BY ILS

8.1 A person requesting information from ILS must:

- a) Use the prescribed form (Form B of the Regulations as contained in Government Gazette 223 of 9 March 2001) to make such request. The form can be obtained from ILS or can be accessed on the SAHRC website, being www.sahrc.org.za.
- b) Make the request to the Deputy Head or the Head of ILS.
- c) Provide sufficient detail on the request to enable identification of the record and the requester.
- d) Indicate the form of access required (i.e. written, electronic, tape recording etc.).
- e) Indicate the right that he/she/it is seeking to exercise and provide an explanation as to why the requested record is necessary for the protection of such right.
- f) If a request is made on behalf of another person, indicate and submit proof of the capacity in which the request is being made.
- g) Pay the prescribed request fee, as contained in Item 5 of the Regulations as contained in Government Gazette 223 of 9 March 2001. The form can be obtained from ILS or can be accessed on the SAHRC website, being www.sahrc.org.za.
- h) Await the decision from the Deputy Head or Head of ILS as to whether or not access will be granted. Such decision will be made in accordance with the provisions of the Act.
- i) Should access be granted, pay the prescribed access and reproduction fees, as contained in Item 5 of the Acts of the Regulations as contained in Government Gazette 223 of 9 March 2001. The fee schedule can be obtained from ILS or can be accessed on the SAHRC website, being www.sahrc.org.za.

8.2 Should access be denied, the requester may:

- a) Lodge an application to court in terms of section 82 of the Act, read with the definition of "court" as contained in section 1 of the Act.

8.3 **Before following the procedures outlined above, a person requiring information is encouraged to first visit ILS' website which may contain the information being sought.**

9. AVAILABILITY OF THE MANUAL

This manual is available at the offices of ILS, free of charge.

**AFRICAN REALTY TRUST PROVIDENT FUND
("the Fund")**

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The African Realty Trust Provident Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Ms Carlyn Joy Nixon
2. The Financial Services Board PF Number of the Fund is: 12/8/26279/2
3. The registered address of the Fund is: c/o Alexander Forbes Financial Services
Alexander Forbes Place
61 Katherine Street
Sandown
2196
4. The postal address of the Fund is: PO Box 787240
Sandown
2146
5. The contact telephone number for the Fund is: (011) 442 9404
6. The contact facsimile number for the Fund is: (011) 442 7610
7. The e-mail address of the Head of the Fund is: carlynjn@mweb.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);

- (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, will be determined by the trustees from time to time.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:

- (i) the documents referred to in C(a) above;
- (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
- (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
- (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
--

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a 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 Fund.

- The head of the Fund 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.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (**deaths only**)
- Insurance received - statement by insurer (**deaths only**)
- Copy of death certificate
- Statement by Employer (**disability only**)
- Statement by Employee (**disability only**)
- Acceptance / Declination Letter (**disability only**)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund

- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

AFRICAN REALTY TRUST PENSION FUND
("the Fund")

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The African Realty Trust Pension Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Ms Carlyn Joy Nixon
2. The Financial Services Board PF Number of the Fund is: 12/8/20000/2
3. The registered address of the Fund is: c/o Alexander Forbes Financial Services
Alexander Forbes Place
61 Katherine Street
Sandown
2196
4. The postal address of the Fund is: PO Box 787240
Sandown
2146
5. The contact telephone number for the Fund is: (011) 442 9404
6. The contact facsimile number for the Fund is: (011) 442 7610
7. The e-mail address of the Head of the Fund is: carlynjn@mweb.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);

- (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, will be determined by the trustees from time to time.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:

- (i) the documents referred to in C(a) above;
- (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
- (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
- (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
--

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a 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 Fund.

- The head of the Fund 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.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (**deaths only**)
- Insurance received - statement by insurer (**deaths only**)
- Copy of death certificate
- Statement by Employer (**disability only**)
- Statement by Employee (**disability only**)
- Acceptance / Declination Letter (**disability only**)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund

- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

MURRAY AND ROBERTS MATERIALS RETIREMENT FUND("the Fund")
MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")

The Murray and Roberts Materials Retirement Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Trevor Porter
2. The Financial Services Board PF Number of the Fund is:
12/8/2483/1
3. The registered address of the Fund is: 6th Floor, President Place, Hood Avenue, Rosebank, Johannesburg
4. The postal address of the Fund is: P O Box 1320, Parklands, 2121
5. The contact telephone number for the Fund is: 788 2160
6. The contact facsimile number for the Fund is: 880 3267
7. The e-mail address of the Head of the Fund is: trevor@mrrmat.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956

- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is as determined by the Trustees.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a 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 Fund.
- The head of the Fund 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.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (**deaths only**)
- Insurance received - statement by insurer (**deaths only**)
- Copy of death certificate
- Statement by Employer (**disability only**)
- Statement by Employee (**disability only**)
- Acceptance / Declination Letter (**disability only**)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)

- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Funeral Benefit Claims (if applicable)

- Claim form
- Copy of death certificate
- Payment letter

Pensioners: (if applicable)

Annuity/Traditional Funds

- Special tax directives, including IT 88's, garnishees, etc.
- Commutation of pensions - calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements

- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

FRESH PRODUCE RETIREMENT FUND ("the Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The FRESH PRODUCE RETIREMENT FUND is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Ms Helen Watkinson
2. The Financial Services Board PF Number of the Fund is: 12/8/24362/2
3. The registered address of the Fund is: c/o Kruisfontein and Old Paarl Road,
Brackenfell, 7560
4. The postal address of the Fund is: P O Box 1456, Brackenfell, 7561
5. The contact telephone number for the Fund is: 021-980-7000
6. The contact facsimile number for the Fund is: 021-980-7019
7. The e-mail address of the Head of the Fund is:
hwatkinson.freshmark@shoprite.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

A fee may be charged to provide a member with copies of the above.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
--

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a 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 Fund.
- The head of the Fund 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.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (**deaths only**)
- Insurance received - statement by insurer (**deaths only**)
- Copy of death certificate
- Statement by Employer (**disability only**)
- Statement by Employee (**disability only**)
- Acceptance / Declination Letter (**disability only**)

Member Data

- New entrant data
- Contribution records
- Capital Protection Option form (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)

- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Pensioners:

Annuity/Traditional Funds

- Special tax directives, including IT 88's, garnishees, etc.
- Commutation of pensions - calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliation to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, fidelity, etc
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

AIRPORTS COMPANY SOUTH AFRICA LIMITED

MANUAL

**IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT,
No. 2 OF 2000**

Dated : 20 NOVEMBER 2002

CONTENTS

Chapter 1 - Introduction

Chapter 2 - Structure & Functions of ACSA

- 1.1 Functions**
- 1.2 Structure**
- 1.3 Schematic diagram of Structure**

Chapter 3 - Contact details of Information Officer/s

- 1.4 Contact details**

Chapter 4 - Section 10 : Guide On How To Use The Act

Chapter 5 - Access to records

- 5.1 Automatic disclosure**
- 5.2 Records that must be formally requested**
- 5.3 Request procedure**
- 5.4 Remedies for non-compliance with the Act**

Chapter 6 - Services available

- 6.1 Nature of services**
- 6.2 How to gain access to these services**

Chapter 7 - Arrangement allowing for public participation in the formulation of policy and exercising of the powers of Airports Company of South Africa

Chapter 8 - Miscellaneous

- 8.1 Updating of the Manual**
- 8.2 Availability of the Manual**

Schedule 1 - Prescribed Fees

Schedule 2 - Prescribed forms for Access to Records

CHAPTER 1

1. INTRODUCTION

- 1.1 The Promotion of Access to Information Act, No 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the requisite procedural issues attached to such request.

1.2 PURPOSE OF THE MANUAL

This manual is intended to foster a culture of transparency and accountability by giving effect to the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect their rights.

In order to promote effective governance of public bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

This manual sets out to provide a broad guide which will enable the requestors to obtain the records which they are entitled to in a quick, easy and accessible manner.

CHAPTER 2

2 FUNCTIONS AND STRUCTURE OF AIRPORTS COMPANY SOUTH AFRICA LIMITED

2.1 FUNCTIONS

2.1.1 The functions of Airports Company South Africa (ACSA) are prescribed by the Airports Company Act No. 44 of 1993 of the Company :

"the main object of the Company is the acquisition, establishment, development, provision, maintenance, management, control or operation of any airport or facility or service and any other lawful activity.

Before its vesting as a Company, the nine major airports within South Africa were owned and operated by the State. These airports were transferred with all assets and liabilities to Airports Company South Africa through the Airports Company Act 1993. During April 1998, Aeroporti di Roma an Italian Airport Management firm won a competitive bid to become ACSA's strategic equity partner and has acquired a 20% shareholding in the Company.

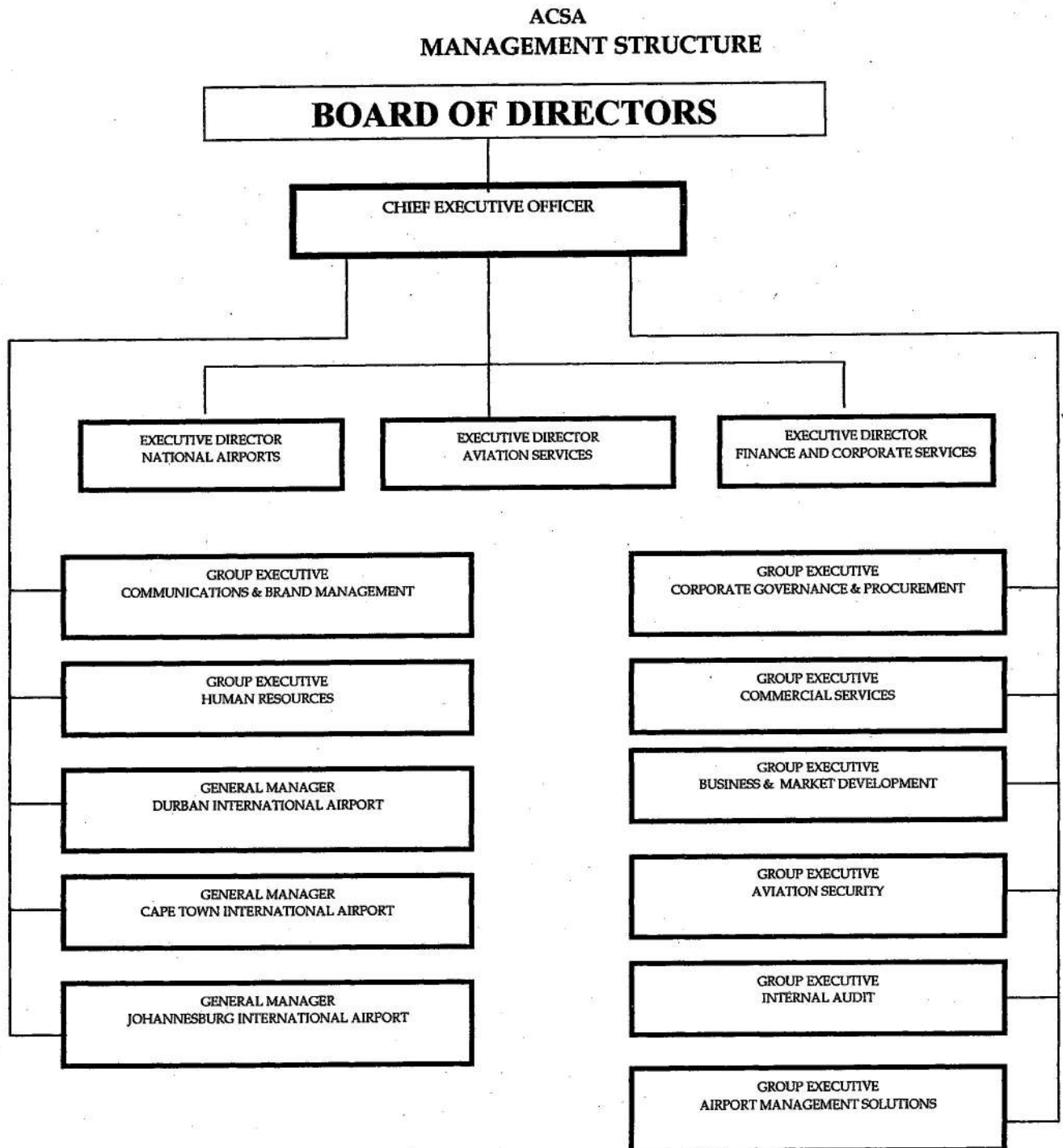
The bidding process for the strategic equity stake in the Company revealed a high regard for ACSA's professionalism and inherent value amongst top International Companies, and indicated how well it measures up to international best practices. Other shareholders include five empowerment Company's which own 4.22% of its shares.

ACSA owns and manages South Africa's nine principal airports comprising of three international gateways at Johannesburg, Durban and Cape Town as well as seven airports domestically at Bloemfontein, Port Elizabeth, East London, George, Kimberley and Upington. All the nine airports combined, handle more than 196 000 aircraft landings and 10 million departing passengers on average annually. Also, the Company holds a 35 year lease and concession to operate Pilanesberg International Airport near Sun City.

2.2 STRUCTURE

Senior managers of Airports Company South Africa is accountable to a Board of Directors and a Chief Executive Officer. The executive management team comprises of fifteen executive managers and the general managers of the three international airports which makes up its executive committee. Airports Company employs approximately 890 employees (eight hundred and ninety) employees at all its nine airports.

2.3 SCHEMATIC DIAGRAM OF MANAGEMENT STRUCTURE



CHAPTER 3

CONTACT DETAILS OF INFORMATION OFFICERS

3.1 CONTACT DETAILS

3.1.1 Information Officer

Mr Rishi Thakurdin
rishi@airports.co.za

3.1.2 Deputy Information Officers

Mr Anton Rautenbach
anton@airports.co.za

3.1.3 Physical Address
The Mapels, Riverwoods
24 Johnson Road
Bedfordview
2008

3.1.4 Postal Address
P O Box 75480
Gardenvue
2047

3.1.4 Tel No: +27 11 724 1469

3.1.5 Fax No: +27 11 454 3810

CHAPTER 4

GUIDE ON HOW TO USE THE ACT

This Guide will be available from the South African Human Rights Commission not later than August 2003.

Any queries relating thereto must be directed to:

The Research and Documentation Department
South African Human Rights Commission
PAIA Unit
Private Bag 2700
HOUGHTON
2041

Tel No: +27 11 484 8300

Fax: + 27 11 484 1360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

CHAPTER 5

ACCESS TO RECORDS

5.1 Voluntary Disclosure

Information on the following subjects is available without formal request as prescribed in the Act. Note however that an appointment to view documentation will still have to be made with the information officer, although the formal application need not be submitted.

5.1.1 Annual and associated reports

5.1.2 General information pertaining to Airports Company South Africa

5.1.3 Flight Information

5.1.4 Services Information and Brochures

5.1.5 Information available on Airports Company South Africa website:
www.airports.co.za

5.1.6 Black Economic Empowerment Policy

5.2 Information to be formally requested (section 14 (1) (d))

ACSA holds information pertaining to the following subjects which must be formally requested in terms of the Act. Inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and / or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

- 5.2.2 **Finance and Administration**
 - Incorporation Documents
 - Memorandum and Articles of Association of ACSA
 - Incorporation forms of ACSA
 - Share Register of ACSA
 - Shareholders Agreement between ACSA and Shareholders
 - Register of list of Directors

- Minute books of Board Meetings
- Minutes of Executive Meetings
- Minutes of General Meetings

5.2.1 Financial Records of ACSA

- Accounting Records Books and Documents
- Interim and Annual Financial Reports
- Details of Auditors
- External Auditors Reports
- Tax returns of ACSA
- Other documents relating to Taxation
- Banking details
- Bank statements
- Guarantees and securities
- Financial commitments

5.2.2 Human Resources

- Organisation structure
- Recruitment and appointment documentation
- Employment equity plan
- Employment policy
- Training and development plan
- Recognition agreements
- Minutes of meeting with unions
- Disciplinary records and documentation pertaining to disciplinary proceedings
- Training manuals
- Documentation relating to employee benefits
- Personnel files
- Policies and Procedure of Human Resources
- List of employees
- Minutes of Committee Meetings

5.2.4 Intellectual property

- Licenses, material permits, consents, approvals and authorisation certificates
- Insurance records and insurance policies

5.2.5 Moveable and Immoveable Property

- Title deeds in respect of properties owned by company
- Agreements of Lease with tenants and concessionaires

- Mortgage bonds, liens, notarial bonds and other security interest

5.2.6 Information Technology

- Agreements relating to computer systems and computer programs
- Shareholders agreements with subsidiary company relating to information technology

5.2.7 Risk Management

- Occupational health and safety reports
- Insurance reports and policies
- Incident reports relating to security and safety

5.2.8 Services and administration

- Service contracts with all service providers
- Maintenance contracts
- Concession agreement

5.2.9 Procurement

- Procurement policy
- Tender Board Minutes
- Tender Submissions

5.2.10 Aviation Services

- Master planning documents
- Plans, drawings and diagrams

5.3 The Request Procedure

A requester will be given access to a record of ACSA if the requester complies with the following:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal mentioned in the Act.

Nature of the request:

- A requester must use the form that has been printed in the Government Gazette [Govt. Notice R187 – 15 February 2002 Form A] – see Schedule 1
- The requester must also indicate if the request is for a copy of the record or if the requester wants to come in and look at the record at the offices of ACSA. Alternatively if the record is not in a printed form then the document can be viewed in the manner prescribed in section 29 (2).

- If a person asks for access in a particular form then the requester should get access in the manner that has been requested, this is unless doing so would interfere unreasonably with the running of ACSA, or damage the record, or infringe a copyright not owned by ACSA. If for practical reasons access cannot be given in the required form but in an alternate manner, then the fee will be calculated according to the manner originally requested. Section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [s18(2)(e)].
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s18(2)(f)].
- If a requester is unable to read or write, or has a disability, they then can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [s 18(3)].

5.4 Remedies available when ACSA Refuses a Requester for Information

5.1 Internal Remedies

ACSA does not have an internal appeal procedure. As such, the decision made by the information officer is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the information officer.

5.2 External Remedies

A requestor that is dissatisfied with the information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a Court for relief.

Likewise, a third party dissatisfied with the information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

CHAPTER 6

SERVICES AVAILABLE

6.1 Nature of services

ACSA has the following services available to the members of the public

6.1.1 Aviation services

6.1.2 Flight information

6.1.3 Retail services

6.1.4 Property services

6.1.5 Parking

6.1.6 General Information relating to Airports Company South Africa

6.1.7 Aerodrome licenses, consents and permits

6.1.8 Schedule of charges and tariffs

6.2 How to Gain Access to These Services

6.2.1 All airport services and related matters are available through the eleven airports managed by Airports Company South Africa

6.2.2 Access to these services and information related thereto can be obtained via the general managers of the respective airports or through the information officer. Furthermore details are obtained via the website.

CHAPTER 7

ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND EXERCISING OF POWERS OF AIRPORTS COMPANY SOUTH AFRICA

ACSA has implemented various public forums in order to address certain critical issues in its interaction with the users of the airport and in particular with its direct partners involved in providing aviation services to the general members of the public:

7.1 Airports Operators Committee (AOC)

Direct monthly interface with National and International Airline Representatives to ensure co-ordination and support in the provisions of excellent service to members of the public. This forum ensures that service levels and facilitation of goods and passenger are of a high standard and are continuously improved.

7.2 Airports Cargo's Operators Forum - ACOC

A regular forum with cargo operators to ensure efficient delivery of and movement of cargo.

7.3 Security Forum

A regular forum consisting of the South African Police, Border Police, Customs, Immigrations, other Government representatives and other stakeholders within the airport to ensure high security at all our airports.

7.4 Land Use and Co-ordination Committee with Local Authorities

7.5 Airline Representative Forum

Association of Airline Representative of Southern Africa (AARSA)
Board of airline representatives (BAARSA)

The above forums interact regularly and on a structured basis with ACSA to ensure safe and efficient Airports Services to all Stakeholders and to monitor service levels of all parties.

7.6 Regulating Committee

This is prescribed by the Airports Company Act to amongst others regulate the tariffs charged by Airports Company to its users and ensure a high level of service. The regulating committee in addition receives complaints from any person who is aggrieved by the failure of the Airports Company to provide the services contemplated in the Airports Company Act, by lodging a complaint. Complaints to be sent to the Regulating Committee, Private Bag X 193, Pretoria, 0001

7.7 Civil Aviation Consultative Structures

The Civil Aviation Authority is the overall body responsible for Civil Aviation. ACSA participates in regular and structured forums with the Civil Aviation Authority on the issues of :

Safety;
Security;
Environmental Protection;
Civil Aviation.

CHAPTER 8

MISCELLANEOUS

8.1 This Manual will be:

8.1.1 updated annually

8.1.2 available at the following places:

7.1.2.1 Every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997;

7.1.2.2 The South African Human Rights Commission;

7.1.2.3 Airports Company South Africa's offices; **airports & corporate?**

7.1.2.4 Airports Company South Africa's website at www.airports.co.za

SCHEDULE 1**Prescribed fees scale****PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE OF 15 FEBRUARY 2002
FEES IN RESPECT OF PUBLIC BODIES**

1. The fee for a copy of the manual as contemplated in regulating 5 (c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printer copy of an A4-size page or part thereof Thereof held on a computer or in electronic or machine readable form	0,40
(c) For a copy in a computer-readable form on –	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (I) For a transcription of visual images, for an A4-size page or part thereof	22,00
(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	12,00
(ii) For a copy of an audio record	17,00
3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00
4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	R0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40

(c) For a copy in a computer-readable form on –

- | | | |
|------|--------------|-------|
| (i) | stiffy disc | 5,00 |
| (ii) | compact disc | 40,00 |

(d) (I) For a transcription of visual images, for an A4-size page or part thereof 22,00

- (ii) For a copy of visual images 60,00

(e) (I) For a transcription of an audio record, for an A4-size page of part thereof 12,00

- (ii) For a copy of an audio record 17,00

(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonable required for such search and preparation.

(2) For purposes of section 22(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.

SCHEDULE 2

PRESCRIBED FORMS FOR ACCESS TO RECORDS

The Prescribed forms for access to record is published in

**ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE
15 FEBRUARY 2002.**

ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002**FORM A****REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**
(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))**[Regulation 2]****FOR DEPARTMENTAL USE**

Reference number

Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER**A. Particulars of public body**

The Information Officer/Deputy Information Officer

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be recorded below.*
- (b) Furnish an address and/or fax number in the Republic to which information must be sent.*
- (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:

B. 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 therefore.*

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) Your indication as to the required form of access depends 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 -			
copy of record*		inspection of record	
2. If record consists of visual images -			
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	View the images	copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound -			
	Listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
4. If 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? A postal fee is payable.			<table border="1"> <tr> <td data-bbox="1217 497 1323 685">YES</td> <td data-bbox="1323 497 1398 685">NO</td> </tr> </table>	YES	NO
YES	NO				

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

G. 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 thereof 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 (day) of (month) (year)

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

SETLAMO SA BOEMELADIFOFANE SA AFERIKA BORWA SE SE LEKANYEDITSWENG

MOSUPATSELA

**GO YA KA KAROLO YA 14 YA TSEWELETSO YA MOLAO WA 2 WA
PHITLHELELO YA TSHEDIMOSETSO YA 2000**

DITENG

Kgaolo ya 1 - Matseno

Kgaolo ya 2 - Popego le Ditiro tsa ACSA

- 1.1 Ditiro
- 1.2 Popego
- 1.3 Popego go ya ka Taekeramo

Kgaolo ya 3 - Dintlha tsa Motlhankedi/Batlhankedi ba tsa Tshedimosetso

- 1.4 Dintlha tsa go ka ikgolaganya le bona

Kgaolo ya 4 - Karolo ya 10 : Kaedi Ya Go Dirisa Molao

Kgaolo ya 5 - Phitlhelelo ya direkoto

- 5.1 Go neelwa tshedimosetso kwa ntle ga tikatiko
- 5.2 Direkoto tse di tshwanetseng tsa kopiwa semmuso
- 5.3 Tsamaiso ya go kopa
- 5.4 Tshiamiso ya go sa latele Molao

Kgaolo ya 6 - Ditirelo tse di leng teng

- 6.1 Tlhago/popego ya ditirelo
- 6.2 Mokgwa/Tsela ya go bona ditirelo tse

Kgaolo ya 7 - Dithulaganyo tsa go letlelela setšhaba go nna le seabe fa go tlhamiwa pholisi le go dirisa dithata tsa Setlamo sa Boemeladifofane sa Aferika Borwa.

Kgaolo ya 8 - Tsela le Tsela.

- 8.1 Go ntšhwafatsa Mosupatsela
- 8.2 Go nna teng ga Mosupatsela

Mametlelelo ya 1 - Madi A Go Dumelanweng Ka Ona

Mametlelelo ya 2 - Diforomo Tse Go Dumelanweng Ka Tsona Go Fitlhelela Direkoto

KGAOLO YA 1

1. MATSENSO

- 1.1 Tsweletso Ya Molao Wa Nomoro ya 2 Wa 2000 Wa Phitlhelelo Ya Tshedimosetso ("Molao Act") o ne wa tsena mo tirisong ka 3 Tlhakole 2000, mme o gatelela tetla ya semolao ya go nna le ditshiamelo tsa go fithelela/bona tshedimosetso nngwe le nngwe e e tshotsweng ke Puso kgotsa le tshedimosetso e e tshotsweng ke mongwe mme e batlega go dirisetwa go diragatsa go itshireletsad malebana le ditshiamelo dingwe le dingwe. Fa go dirilwe kopo e e ntseng jalo go ya ka Molao o, setlhopha se se kopilweng, se tshwanetse go lokolola/neela tshedimosetso e, kwa ntle ga fa Molao o totobetseng o kaya go re tshedimosetso e ka nna kgotsa e tshwanetse go lokolowa/neelwa. Molao o tthamaladitse tsamaiso ya kopo e e amang dintlha tse di jalo.

1.2 MAIKAELELO A MOSUPATSELA

Maikaelelo a mosupatsela o, ke go godisa mowa wa go se fitlhe sepe le go nna maikarabelo ka go digaratsa ditshiamelo tsa go bona tshedimosetso e e tlhokegang maleba le go itshireletsa le go tswetsa setšhaba sa baagi ba Aferika Borwa ba nang le tshedimosetsoo e e ba kgontshang go go diragatsa le go sireletsa ditshiamelo tsa bona ka botlalo.

Go tswetsa sentle puso ya mekgatlho ya botlhe, go botlhokwa go netefatsa gore mongwe le mongwe o matlafaditswe le go rutiwa go re a tlhaloganye ditshiamelo tsa gagwe go ya ka Molao gore ba kgone go diragatsa ditshiamelo tsa bona kgatlhanong le ditlamo tsa poraebete le tsa botlhe.

Le fa go ntse jalo, Karolo ya 9 ya Molao o, e amogela go re ditshiamelo tse di ntseng jalo tsa phitlhelelo ya tshedimosetso, ga di a tshwanela go nna le melelwane e e sa ngotliweng, gape tsetlelelo ya ona e tshwanetse go nna le melelwane e e dumelesegang, go akaretsa:

- Melelwane e ka yona go ikaeletsweng go re go nne le tshireletso ya sephiri;
- Khupamarama ya tsa Kgwebo; le
- Nonfo, botswerere le puso e e siameng

gape ka mokgwa o e leng gore go nna le tekatekano ya tshiamelo e, le ditshiamelo tse dingwe, go akaretsa le ditshiamelo tse di jaaka tse di fitlhelelwang mo Molaotlhomong o o leng ka mo Molaotheong.

Mosupatsela o, o ikaelela go neela kaedi e e anameng e e tla kgontshang mokopi go bona direkoto tse a di tlhokang ka bonako, ka tsela e e bonolo.

KGAOLO YA 2

2 DIPOPEGO LE DITIRO TSA SETLAMO SA BOEMELADIFOFANE SA AFERIKA BORWA SE SE LEKANYEDITSWENG.

2.1 DITIRO

- 2.1.1 Ditiro tsa Setlamo Sa Boemeladifofane Sa Aferika Borwa (ACSA) di laolwa ke Molao Wa Ditlamo wa Nomoro ya 44 wa 1933 wa Ditlamo:
"maikaelelo a magolo a Setlamo se ke go bona, go tlhoma, go thabolola, go neela, go tlamela, go tsamaisa, go laola boemelafofane bongwe le bongwe ba ditiriso kgotsa bo bo direlang le ditiro dingwe le dingwe tse di elng mo molaong.

Pele di tlhongwa jaaka Ditlamo, boemeladifofane tse dikgolo tse di robongwe tse di leng mo Aferika Borwa, di ne di laolwa ke Puso. Boemeladifofane tse, di ne tsa fetisediwa le dithoto le melato ya tsona go Setlamo Sa Boemeladifofane Sa Aferika Borwa ka Molao Wa 1993 Wa Ditlamo Tsa Boemeladifofane. Ka kgwedi ya Moranang ka ngwaga wa 1988, setlamo sa Tsamaiso ya Boemeladifofane sa Aeroporti di Roma an Italian, se ne sa thopa sekgele sa dikgaisano tsa go tlhagisa dikopo sa sona sa go nna mogwebisani wa ditogamaano yo o leng mo maemong a a lekanang mme se na le dišere tsa diporosente di le masomeamabedi (20%).

Tsamaiso e ya dikgaisano tse tsa dikopo tsa go nna mogwebisani wa ditogamaano yo o nang le maemo a a lekanang mo Setlamong, o ne wa senola tlotle e tona ya seporofesene wa ACSA le botlhokwa ba sona ba go nna magareng ga Ditlamo tsa Ditšhabatšhaba, mme se ne sa supa ka fa se fitlhelelang maemo a a kwa godimo a ditlwaelo le ditsamaiso tsa boditšhabatšhaba. - Bangwe ba batsholadišere ba akaretsa Ditlamo di le tlhano tsa neelomatla (empowerment) tse di nang le dišere tse di kana ka diporosente di le 4.22 (4.22%).

ACSA ke mong e bile se tsamaisa boemeladifofane tse dikgolo tse robongwe tsa Aferika Borwa tse di akaretsang dikgorotsela tsa bosetšhabatšhaba kwa Johannesburg, Durban le Cape Town mmogo le boemeladifofane di le supa tsa selegae kwa Bloemfontein, Port Elizabeth, East London, George, Kimberley le Upington. Boemeladifofane tse ka borongwe ga tsona, di kgona difofane di le 196 000 tse di tsoramang le di le dimilione tse lesome tsa bafofi ba ba tsayamang fa go lekanyetswa ka ngwaga. Gape Setlamo se, se na le lisi ya dingwaga di le 35 le tetla ya go dirisa Boemelafofane Ba Boditšhabatšhaba Ba Pilanesberg gaufi le Sun City.

2.2 POPEGO

Batsamaisibagolo ba Setlamo Sa Boemeladifofane Sa Aferika Borwa bo ikarabela mo go Boto ya Bakaedi le Motlhankedi Motsamaisimogolo. Setlhophsa sa tsa tsamaiso se segolo se gaiwa ke batsamaisibagolo le batsamaisi ba tsa kakaretso ba boemeladifofane tse tharo tsa bositšhabatšhaba. Setlamo sa Boemadifofane se thapa bogolo ba badiredi ba ba kana ka 890 (makgolo a a masomerobedi le borobongwe) mo boemadifofane tsotlhe tse di robongwe.

2.3 SEKEMA SA TAEKERAMO YA POPEGO YA BOTSAMAISI

ACSA
POPEGO YA BATSAMAISI
BOTO YA BATSAMAISI

MOTLHANKEDI MOTSAMAISIMOGOLO

MOKAEDI MOTSAMAISIMOGOLO
BOEMELADIFOFANE TSA
BOSETSHABA

MOKAEDI MOTSAMAISIMOGOLO
DITIRELO TSA BOFOFI

MOKAEDI MOTSAMAISIMOGOLO
TSA DITSEHELETE LE DITIRELO TSA BADIREDI

SETLHOPHA SA BATSAMAISIBAGOLO
TLHAELETSANO LE BOTSAMAISI BA MATSHWAOKGWEBO

SETLHOPHA SA BATSAMAISIBAGOLO
PUSO YA MATSHWAOKGWEBO LE TSHENKELO

SETLHOPHA SA BATSAMAISIBAGOLO
METSWEDI YA BOTHO

SETLHOPHA SA BATSAMAISIBAGOLO
DITIRELO TSA KGWEBO

MOTSAMAISI KAKARETISO
BOEMELAFOFANE BA BODITSHABATSHABA BA DURBAN

SETLHOPHA SA BATSAMAISIBAGOLO
KGWEBO LE TLHABOLOLO YA TSA MEBARAKA

MOTSAMAISI KAKARETISO
BOEMELAFOFANE BA BODITSHABATSHABA BA CAPE
TOWN

SETLHOPHA SA BATSAMAISIBAGOLO
TSHIRELETISO YA BOFOFI

MOTSAMAISI KAKARETISO
BOEMELAFOFANE BA BODITSHABATSHABA BA
JOHANNESBURG

SETLHOPHA SA BATSAMAISIBAGOLO
BORONI BA KA FA GARE

SETLHOPHA SA BATSAMAISIBAGOLO
BOTSAMAISI BA DITHARABOLOLO TSA
BOEMELASEFOFANE

KGALO YA 3

DINTLHA TSA GO KA IKGOLAGANYA LE BATLHANKEDI BA TSA TSHEDIMOSETSO

3.1 DINTLHA TSA GO KA IKGOLGANYA

3.1.1 Motlhankedi wa Tshedimoseitso

Rre Rishi Thakuridin
rishi@airports.co.za

3.1.2 Motlatsa Motlhankedi wa Tshedimoseitso

Rre Anton Rautenbach
anton@airports.co.za

3.1.3 Aterese ya Ntlo
The Mapels, Riverwoods
24 Johnson Road
Bedfordview
2008

3.1.4 Aterese ya Poso
P O Box75480
Gardenview
2047

3.1.4 Mogala: +27 11 724 1469

3.1.5 Fekese: +27 11 454 3810

KGAOLO YA 4

KAEDI YA GO DIRISA MOLAO

Kaedi e e tla nna teng kwa Bokaeding Ba Ditshiamelo Tsa Botho ba Aferika Borwa go simolola ka kgwedi ya Diphlane 2003.

Dingongorego di lebiswe go:

The Research and Documentation Department
South African Human Rights Commission
PAIA Unit
Private Bag 2700
HOUGHTON
2041

Mogala: +27 11 484 8300

Fekese : + 27 11 484 1360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

KGALO YA 5

PHITLHELO YA DIREKOTO

5.1 Go bua ka go ithaopa.

Tshedimosetso maleba le dintlha tse di latelang e bonwa kwa ntle ga kopo ya semmuso jaaka Molao o laela. Fela ela tlhoko gore dithulaganyo tsa go tla go bona ditokomane tse, e sa ntse ya tshwanelwa ke go dirwa le motlhankedi wa tsa tshedimosetso, le fa e le gore kopo ya semmuso e tshwanetswe go tsenngwa.

5.1.1 Dipegelo tsa ngwaga le tse di tsamaelanang le tsona.

5.1.2 Tshedimosetso ka kakaretso e e amanang le setlamo sa Boemeladifofane Sa Aferika Borwa.

5.1.3 Tshedimosetso ya phofo.

5.1.4 Dipampitshana/Dibukana Tsa Ditirelo Tsa Tshedimosetso.

5.1.5 Tshedimosetso e teng mo websaeteng ya Setlamo Sa Boemeladifofane sa Aferika Borwa: www.airports.co.za

5.1.6 Pholisi ya Ekonomi ya Go Maatlafatsa Bantsho.

5.2 Tshedimosetso e tshwanetse go kopiwa semmuso (Karolo ya 14 (1) (d))

ACSA e tshwere tshedimosetso e e tsamaelanang le dintlha tse di latelang tse di tshwanetseng tsa kopiwa semmuso go ya ka Molao. Go tsenngwa ga ntlha e nngwe le e nngwe kgotsa karolo e e rileng ya direkoto ga go a tshwanelwa go tseiwa jaaka sekao sa gore direkoto tse di welang mo dintlheng tseo le/kgotsa dikarolong tseo, di tla neelwa ka fa tlase ga Molao o. Bogolosegolo, mabaka a a rileng a go gana jaaka a beilwe mo Molaong, a ka nna a diragadiwa fa go na le kopo ya direkoto tse di ntseng jalo.

• 5.2.2

Tsa Ditšhelete le Tsamaiso.

- Ditokomane Tse Di Kopantsweng.
- Memorantamo le Diathikele tsa Mokgatlho wa ACSA
- Diforomo tsa Kopantsho tsa ACSA

- Rejisetara ya Dišere ya ACSA
- Tumelano ya Batsholadišere magareng ga ACSA le Batsholadišere.
- Rejisetara ya lenane la Batsamaisi.
- Dibuka tsa metsotso ya Dikopano tsa Boto.
- Metsotso ya Dikopano tsa Batsamaisibagolo.
- Metsotso ya Dikopano tsa Kakaretso.

5.2.1 Direkoto tsa Ditšhelete tsa ACSA

- Dibuka tsa Direkoto tsa Palotlotlo le Ditokomane.
- Dipegelo tsa Ditšhelete tsa Magareng le tsa Ngwaga.
- Dintlha tsa Baruni.
- Dipegelo tsa Baruni.
- Dipelo tsa Lekgetho tsa ACSA
- Ditokomane tse dingwe tse di amanang le Lekgetho.
- Dintlha tsa Banka.
- Dikanego tsa Banka.
- Ditshireletsego le Ditshireletso.
- Ditlamego tsa Ditšhelete

5.2.2 Metswedi ya Botho

- Popego ya Mokgatlho.
- Thaopo le Ditokomane tsa Di Peelano/Dithulaganyo.
- Leano la thapo ya ditekatekano.
- Pholisi ya Thapo.
- Leano la tlhabololo le katiso.
- Ditumalano tsa temogano.
- Metsotso ya Dipitso le Diyunione.
- Direkoto tsa ditokomane tsa Kgalemo tse di amanang le ditsamaiso tsa kgalemo.
- Mesupatsela ya Katiso.
- Ditokomane tse di amanang le ditshiamelo tsa bathapiwa.
- Difaele tsa bathapiwa.
- Dipholisi le Ditsamaiso tsa Metswedi ya Botho.
- Lenane la bathapiwa.
- Metsotso ya Dikopano tsa Dikomiti.

5.2.4 Dithoto tsa botlhale

- Dilaesense, dire tsa ditumelo, ditetlelelo disetifikeiti tsa dithapolo le dithata.
- Direkoto tsa Inšorensense le dipholisi tsa inšorensense.

- 5.2.5 Dithoto tse di Sutisiwang le tse di Sa Sutisiwing.
- Dipampiri tsa thaetlele (Title deeds) tse di amanang le dithoto tse e leng tsa setlamo.
 - Ditumalano tsa Khirisetso (Lease) le bahiri le dithata kgotsa ditumalano tse dingwe.
 - Dibonto tsa dipeeelo (mortgage bonds), diliens, dibonto tsa notariele le dikgatlhego tse dingwe tsa tshireletso.

- 5.2.6 Tshedimose tso ya Thekenoloji.
- Ditumalano tse di amang dithulaganyo tsa khomputara.
 - Ditumalano tsa Batsholadišere le Setlamo se sennye se se amanang le tshedimose tso ya thekenoloji.

- 5.2.7 Tsamaiso ya Tekeletso.
- Dipegelo tsa tshireletso le tsa pholo ya thopo.
 - Dipegelo tsa Dipholisi le Dinišorentshe.
 - Dipegelo tsa Ditiragalo tse di amanang le pabalesego le tshireletso.

- 5.2.8 Ditirelo le tsamaiso
- Dikonteraka tsa ditirelo le baneela ditirelo botlhe.
 - Dikonteraka tsa tlamelo.
 - Ditumelano tsa go neela tetla.

- 5.2.9 Tshenkelo
- Pholisi ya tshenkelo.
 - Metsotso ya Boto ya go Thendara.
 - Ditlhagiso Tsa Thendara.

- 5.2.10 Ditirelo tsa Phoho
- Ditokomane tsa motheo wa thulaganyo.
 - Dipolane, botaki le ditaekeramo.

5.3 Tsamaiso ya go Kopa

Mokopi o tla letlelelwa go fitlhelela/bona direkoto tsa ACSA fa makopi a dumalana le dintlha tse di latelang:

- Mokopi o dumalana le ditlhokego tsotlhe tsa tsamaiso tse di mo Molaong tse di maleba le kopo ya go fitlhelela/bona rekoto eo, gape.
- Go fitlhelela/bona direkoto ga go thibelwe ka ntlha ya mabaka ape a kganetso a a kailweng mo Molaong.

Tlhago ya Kopo:

- Mokopi o tshwanetse go dirisa diforomo tse di gatisitsweng mo kitsisong ya Puso [Puso. Pegelo R187 – 15 Tihakole 2002 Form A] – bona Mametlelelo 1.
- Mokopi o tshwanetse a supa fa a batla khopi ya rekoto fela kgotsa mokopi o batla go tla go leba direkoto kwa dikantorong tsa ACSA. Mokgwa o mongwe ke gore fa direkoto di sa gatsiwa, tokomane di ka lebiwa ka tsela e e beilweng mo karolong ya 29 (2).
- Fa motho a kopa phitlhelelo/go bona tshedimosetso ka mokgwa o o rileng, mokopio tshwanetse go e fitlhelela/bona ka tsela e e kopilweng, fa tsela eo e sa thulane le tsamaiso ya ACSA, kgotsa e senya direkoto, kgotsa e thulana le molao wa tetlokhopi e e leng ya ACSA. Fa e le gore ka ntlha ya mabaka a a dumelesegang, phitlhelelo/go bona tshedimosetso go ka se kgonwe go dumelelwa ka tsela e e kopiwang, fela go na le tsela e nngwe, se se tla raya gore tlhotlha e tla balwa go ya ka tsela ya kwa tshimologong ya Karolo 29(3) le (4)].
- Fa e le gore fa godimo ga karabo e e kwadilweng mo kopong ya bona ya direkoto, mokopi o batla go bolelelwa ka tshwetso ka tsela nngwe le nngwe sekao, mogala, kopo eno e tshwanetse go supiwa [s18(2)(e)].
- Fa mokopi a romela mongwe go mo kopela tshedimosetso, motho yoo o tshwanetse go supa gore o kopa ka maemo afe [s18(2)(f)].
- Fa mokopi a sa kgone go kwala kgotsa go buisa, kgotsa a na le bogole bongwe, a ka nna a dira kopo ya rekoto ka molomo. Motlhankedi wa tshedimosetso o tshwanetse go tlatsa foromo legatong la mokopi mme a mo neele khopi [s 18(3)].

5.4 Ditshiamiso tse di leng teng fa ACSA e ganela Mokopi ka Tshedimosetso.**5.1 Ditshiamiso tsa ka fa gare**

ACSA ga e na tsamaiso ya ka fa gare ya boikuelo. Ka jalo, tshwetso e e tserweng ke motlhankedi wa tshedimosetso ga e busediwe morago, mme bakopi ba tla tshwanela ke go dirisa ditshiamiso tsa kwa ntle tse ba nang le tsona fa kopo ya bona ya go bona tshedimosetso e ganwa, le fa mokopi a sa kgotsafalela karabo e a e filweng ke motlhankedi wa tshedimosetso.

5.2 Ditshiamiso tsa Kwa Ntle

Mokopi yo o sa kgotsofalelang tshedimosetso ya motlhankedi ya go gana ka tshedimosetso, a ka nna ya re morago ga malatsi a le 30 a go amogela Kitsiso eo, a dira Kopo kwa Kgotlatshekelong go bona thuso.

Fela jalo, motho wa boraro yo o sa kgotsofaleleng tshwetso ya motlhankedi ya go gana go mo neela tshedimosetso, a ka nna ya re morago ga malatsi a le 30 a go amogela kitsiso eo, a tsenya kopo kwa Kgotlatshekelong go bona thuso. Go ya ka maikaelelo a Molao, Dikgotlatshekelo tse di nang le taolo mo kopong e, ke Kgotlatshekelo ya Molao, Kgotlatshekelokgolo kgotsa kgotlatshekelo nngwe e e tshwanang le tse ka maemo.

KGAOLO 6

DITIRELO TSE DI LENG TENG

6.1 Tlhago ya ditirelo

ACSA e na le ditirelo tse di latelang tse di ka bonwang ke maloko a setšhaba

6.1.1 Ditirelo tsa phofo.

6.1.2 Tshedimosetso ya phofo

6.1.3 Ditirelo tsa kgwebopotlana

6.1.4 Ditirelo tsa dithoto

6.1.5 Go phaka

6.1.6 Tshedimosetso ka Kakaretso e e amang setlamo sa Boemeladifofane sa Aferika Borwa

6.1.7 Dilaesense tsa go fofa, ditetla le ditumelelo.

6.1.8 Mametlelelo ya ditlhotlhwa le kelotefo.

6.2 O ka Bona/Fitlhelela Jaang Ditirelo Tse:

6.2.1 Ditirelo tsotlhe tsa boemelafofane le tse di tsamaelanang natso di teng mo boemeladifofaneng tse di lesomenngwe tse di laolwang ke Setlamo sa Boemeladifofane sa Aferika Borwa.

6.2.2 Phitlhelelo/Go bona ditirelo tse le tshedimosetso e e maleba le tsona e ka bonwa go tswa go motsamaisi Kakaretso wa boemeladifofane tse di maleba kgotsa go tswa go motlhankedi wa tshedimoseto. Go feta foo, dintlha di ka bonwa go tswa websaeteng.

KGAOLO 7

DITHULAGANYO TSA GO LETLELELA SETŠHABA GO NNA LE SEABE MO TLHAMONG YA PHOLISI LE GO DIRAGATSA MAATLA A SETLAMO SA BOEMELEDIFOFANE SA AFERIKA BORWA

ACSA e tihamile diforamo tsa phatlalatseng tsa setšhaba gore e kgone go sugasugana le dintlha dingwe tse di botlhokwa fa e ntse e buisana le badirisi ba boemelafofane, bogolosegolo le bagwebisani ba ba amanang le go neela maloko ka kakaretso a setšhaba, ditirelo tsa phofo.

7.1 Komiti ya Badirisi ya Boemeladifofane (AOC)

Dikgolagano tsa kgwedi ka kgwedi le Baemedi Ba Difofane tsa Bosetšhaba le Boditšhabatšhaba go netefatsa kopano le tshegetso fa go neelwa maloko a setšhaba ditirelo tse di manontlhotlho. Foramo e, e netefatsa gore maemo a ditirelo le pebofatso ya dithoto le bapagami ke tsa maemo a a kwa godimo thata mme a nna a ntse a tokafadiwa go ya go ile.

7.2 Foramo ya Badiri ya Dithoto tsa Boemeladifofane - ACOC

Foramo ya nako le nako e e tshwarwang le badiri ba dithoto go netefatsa kgoroso e e manongtlhotlho le tsamaiso ya dithoto.

7.3 Foramo ya Tshireletso

Foramo ya nako le nako magareng ga ba Sepodisi sa Aferika Borwa, Mapodisi a Melelwane, Lefapha la Makgetho a Melelwane, ba tsa Khudugelo, baemedi ba bangwe ba Puso le beng ba bangwe gone mo boemelafofane go netefatsa tshireletsego e e kwa godimo mo boemeladifofane tsotlhe tsa rona.

7.4 Tiriso ya Naga le Komiti ya Tshwarwagano le Bothati ba Selegae

7.5 Foramo ya Baemedi ba Sefofane.

Mokgatlho wa Baemedi ba Sefofane sa Aferika Borwa (AARSA)

Boto ya Baemedi ba Sefofane (BAARSA).

Diforamo tse di kailweng fa godimo, di golagana nako le nako ka tsela ya popego e e rileng le ACSA go netefatsa tshireletso le Ditirelo tsa Boemeladifofane tse di nonofileng, tse di neelwang Beng botlhe le go tlhokomela maemo a ditirelo a mekgatlho yotlhe

7.6 Dikomiti tse di Laolang

Tsona di tlhomilwe ka ntlha ya Malao wa Setlamo sa Boemeledifofane go laola ditlhotlhwane tse di kopang ke Setlamo sa Boemeladifofane mo go badirisi le go netefatsa ditirelo tsa maemo a a kwa godimo. Mo godimo ga mo, Komiti e e laolang, e amogela dingongorego tse di tswang mo go mongwe le mongwe yo o utlwisitsweng botlhoko ka ntlha ya fa Setlamo sa Boemeladifofane bo sa kgona go

neela ditirelo tse di solofetsweng go ya ka Molao wa Setlamo go: Komiti e e
Laolang, Private Bag X 193, Pretoria, 0001

7.7 Ditheo tsa Ditherisano Gae tsa Phoho

Bothati ba tsa Phoho Gae ke mokgatliho o o akaretsang o o nang le maikarabelo a
Phoho Gae. ACSA e na le seabe mo diforamong tse di rulagantsweng tsa nako le
nako le Bothati ba tsa Phoho Gae tse di amang ntlha ya:

Tshireletso;
Pabalesego;
Tshireletso ya Tikologo;
Phoho Gae.

KGAOLO YA 8

TSELA LE TSELA

8.1 Mosupatsela o tla:

8.1.1 Ntšhwafatswa ngwaga ka ngwaga

8.1.2 Bonwa kwa mafelong a a latelang:

7.1.2.1 Lefelo lengwe le lengwe la peeletso ya molao jaaka le tihalositswe mo karolong ya 6 ya Molao wa Dipeeletso wa Molao wa 1997;

7.1.2.2 Bothati Ba Aferika Borwa Ba Ditshiamelo Tsa Botho

7.1.2.3 Dikantoro tsa Setlamo Sa Boemeladifofane Sa Aferika Borwa; boemeladifofane le tirisano mmogo?

7.1.2.4 Websaete ya Setlamo Sa Boemeladifofane Sa Aferika Borwa mo: www.airports.co.za

MAMETLELELO YA 1

Dikelo tsa ditlhotlha tse di beilweng:

KAROLO YA II YA KITSISO YA 487 E E MO KASETENG YA PUSO YA 15
TLHAKOLE 2002
DITUEELO GO YA KA MEKGATLHO YA BOTLHE

Tuelo ya khopi ya mosupatsela go ya ka mo e akantsweng ka teng mo molawaneng wa 5 (c) ke R0, 60 khopi nngwe le nngwe e e gatisitsweng mo pampiring ya A4 kgotsa karolo ya yona. Dituelo tsa go gatisagabedi go ya ka mo di tlhagisitsweng ka teng mo molawaneng wa 7 (1) di ka tsela e e latelang:

(a)	Khopi nngwe le nngwe e e gatisitsweng mo pampiring ya A4 kgotsa karolo ya yona	R 0,60
(b)	Dituelo tsa go gatisagabedi gape ga khopi mo pampiring ya A4 kgotsa karolo ya yona e e leng mo khomputareng kgotsa mo eleketeroniking kgotsa mo motšhineng ka mokgwa o e ka buisegang ka ona	0,40
(c)	Khopi mo ya khomputara e e ka buisegang -	
	(i) disiking ya setifi	5,00
	(ii) disiking e e kitlaganeng	40,00
(d)	(I) Kwalololo ya ditshwantsho tse di bogelwang, e e mo pampiring ya A4 kgotsa karolo ya yona	22,00
	(ii) Khopi ya ditshwantsho tse di bogelwang	60,00
(e)	(I) Kwalololo ya rekoto e e reetswang mo pampiring ya A4 kgotsa karolo ya yona	12,00
	(ii) Khopi ya rekoto e e reetswang	17,00

Tuelo ya kopo e e duelwang ke mokopi mongwe le mongwe, kwa ntle ga mokopi yo o itlisitseng ka sebele jaaka go tlhalositswe mo molawaneng wa 7(2) ke R35,00

Dituelo tsa phitlholelo tse di duelwang ke mokopi ka mo go tlhalositsweng ka teng mo molawaneng wa 7 (3) di ka mokgwa o o latelang:

(1) (a)	Khopi nngwe le nngwe e e gatisitsweng mo pampiring ya A4 kgotsa karolo ya yona	0,60
(b)	Khopi nngwe le nngwe e e gatisitsweng mo pampiring ya A4 kgotsa karolo ya Yona e e mo khomputareng kgotsa mo eleketeroniking kgotsa e e leng ka mokgwa o e ka buisegang mo motšhineng.	0,40

(c) Khopi e e mo maemong a go buisega mo khomputeng mo –

- | | |
|-------------------------------|-------|
| (i) disiking ya setifi | 5,00 |
| (ii) disiking e e kitlaganeng | 40,00 |

- | | |
|--|-------|
| (d) (I) Kwalololo ya ditshwantsho tse di bogelwang, e e mo pampiring ya A4 kgotsa karolo ya yona | 22,00 |
|--|-------|

- | | |
|---|-------|
| (ii) Khopi ya ditshwantsho tse di bogelwang | 60,00 |
|---|-------|

- | | |
|---|-------|
| (e) (I) Kwalololo ya rekoto ya go reetswa, mo pampiring ya A4 kgotsa karolo ya yona | 12,00 |
|---|-------|

- | | |
|------------------------------------|-------|
| (ii) Khopi ya rekoto ya go reetswa | 17,00 |
|------------------------------------|-------|

- (f) Go tlotlhomisa le go siamisa direkoto gore di tle di bonwe, ke R15,00 ura nngwe le nngwe kgotsa karolo ya ura, go sa akarediwe ura ya ntlha, ke yona e e dumelesegang mo tlotlhomisong le go ipaakanya.

(2) Mo mabakeng a karolo ya 22 (2) ya Molao, tse di latelang di a batlega:

- (a) Diura di le thataro ke tsona diura tse di tshwanetseng tsa fetiwa pele peeelo e duelwa;le
- (b) Nngwe tharong ya tuelo ya phitlhelelo/go bona tshedimosetso e duelwa ke mokopi jaaka peeelo..

3. Go posae tota go duelwa fa khopi ya rekoto e tshwanetse go romelwa kwa go mokopi.

MAMETLELELO YA 2

**DIFOROMO TSE GO DUMALANWENG KA TSONA TSA GO KGONA GO
FITLHELELA/GO BONA DIREKOTO**

Diforomo tse go dumalanweng ka tsona tsa go kgona go fitlhelela/go bona
direkoto di gatisitswe ka mo

**MAMETLELELO YA B YA KITSISO YA 187 KA MO KASETENG YA PUSO KA LA
15 TLHAKOLEFEBRUARY 2002.**

**MAMETLELELO YA B YA KITSISO YA 187 KA MO KASETENG YA PUSO KA LA
15 TLHAKOLEFEBRUARY 2002.**

FOROMO YA A

**KOPO YA GO FITLHELELA/GO BONA DIREKOTO TSA TSA MOKGATLHO WA
BOTLHE**

(Karolo ya 18(1) ya Kgodiso ya Phitlhelelo/go bona Tshedimose tso ya Molao wa, 2000
(Molao wa Nomoro ya 2
2000))

[Molao wa 2]

E DIRISIWA KE LEFAPHA FELA

Nomoro ya tshupetso

Kopo e amogetswe ke (neela maemo, leina le sefane la motlhankedi wa tshedimose tso/motlatso
motlhankedi wa tshedimose tso) ka (letlha) mo (lefelo)

Dittuelo tsa kopo (fa di le teng) :R-----

Peeletso (fa e le teng) :R-----

Tuelo ya phitlhelelo :R-----

**TSHAENO YA MOTLHANKEDI WA TSHEDIMOSE TSO/MOTLATSA MOTLHANKEDI WA
TSHEDIMOSE TSO**

A. Dintlha tsa mokgatlho wa botlhe

Motlhankedi wa Tshedimose tso/ Motlatso Motlhankedi wa Tshedimose tso:

Dintlha tsa motho yo o dirang kopo ya phitlhelelelo/go bona direkoto

- a) Dintlha tsa motho yo o kopang go fitlhelela/go bona direkoto di tshwaenetse go fiwa fa tlase
- (b) Aterese le/kgotsa fekese mo Repaoliking e tshedimose tso e tshwanetseng go romelwa teng,
e tshwanetse go fiwat.
- (c) Sesupo sa go bontsha gore kopo e direlwa eng, fa go kgonagala, se tshwanetse go
mametlelelwa.

Maina ka botlalo le sefane: Nomoro ya Pasa/ikitsiso: Aterese ya Poso:

Nomoro ya Fekese Nomoro ya mogala: Aterese ya E-meile:

Maemo a lebaka le go dirwang kopo ka lona, fa e le gore le dirwa mo legating la motho yo mongwe:

B. Dintlha tsa motho yo kopo e dirwang mo legating la gagwe

Karolo e e tshwanetse go tladiwa fa e le gore kopo ya tshedimosetso e dirwa mo legating la motho yo mongwe.

Maina ka botlao

Nomoro ya Pasa/ikitsiso:

D. Dintlha tsa rekoto

(a) Naya dintlha ka botlalo tsa rekoto ya phitlhelelo/go bona, e e kopiwang, go akarediwa le nomoro ya tshupetso fa e le gore o a e itse, go thusa go bona fa rekoto e ka bong e le teng.

(b) Fa e le gore sekgala se se filwang ke se se nnyane, dira go re o tswelile pele mo photefoliong e e kgaoganeng le e mme o e tshwarise mo foromong. Mokopi o tshwanetse go saenela diphotefolio tsotlhe tse di okeditsweng.

1. Tlhaloso ya rekoto kgotsa karolo nngwe ya rekoto e e tshwanetseng:

2. Nomoro ya tshupetso fa e le teng:

3. Dintlha tse dingwe gape maleba le rekoto:

E. Dituelo

(a) Kopo ya phitlhelelo ya rekoto, kwa ntle ga fa rekoto e na le tshedimosetso ya sephiri ka ga mong wa yona, e tla fetisiwa fela fa dituelo di setse di dirilwe.

(b) O tla itsisiwe ka tlhotlha e e batliwang e e tshwanetsweng ya duelwa jaaka tuelo kopo.

(c) Tuelo e e dirwang fa go kopiwa phitlhelelo ya rekoto e e batliwang, e ikaegile mo mokgweng o phitlhelelo e batliwang ka teng le nako e e tshwanetseng ya go batlisisa le go siamisa rekoto eo.

(d) Fa e le gore o tlhaolelwa go se duele tuelo nngwe le nngwe, naya mabaka. Ao tlhaolwang ka ona.

F. Mokgwa wa phitlhelelo ya direkoto

Fa e le gore o kgoreletsega go buisa ka ntlha ya bogole, leba kgotsa reetsa rekoto ka mokgwa wa phitlhelelo e eneetsweng mo go 1 go fitlha kwa go 4 mo tlase mo, tihagisa bogole ba gago mme o bontshe gore o batla rekoto e nne ka mokgwa ofe.

Bogole	Mokgwa o rekoto e batliwang ka ona		
<i>Thswaya lebokoso le le tshwanetseng ka "X".</i> DINTLHA: (a) Mokgwa o o supileng kopo ya gago ya phitlhelelo ka teng, o tla laolwa ke tsela e rekoto e ka bonwang ka teng. (b) Phitlhelelo/go bona rekoto ka mokgwa o go kopilweng ka teng go ka ganediwa ka ntlha ya mabaka a mangwe. Fa go ntse jalo o tla itsisiwa fa e le gore phitlhelelo/go bona rekoto go ka diriwa ka mokgwa o mongwe.. (c) Tuelo e e diriwang go bona rekoto, e tla laolwa gongwe ke mokgwa o phitlhelelo e kopilweng ka teng.			
1. Fa e le gore rekoto e ka mokgwa wa go kwadiwa kgotsa wa go gatisiwa -			
Khopi ya rekoto*	Tlhatlhobo ya rekoto		
2. Fa e le gore rekoto e na le ditshwantsho tse di bogelwang- (se se akaretsa ditshwantsho, diselaete, ditshuopetso tsa bidio, ditshwantsho tse di dirilweng ka khomputara, go thala jalojalo).			
	Bogela ditshwantsho	Khopi ya ditshwantsho*	Kwalololo ya ditshwantsho*
3. Fa e le gore rekoto e na le mafoko a a gatisitsweng kgotsa tshedimosetso e e ka ntshiwang gape ka modumo -			
	Reetsa tselanamodumo (khasete ya go reeediwa)		Kwalololo ya tselanamodumo* (e kwadiwe kgotsa e le lokwalo le le gatisitsweng)
4. Fa rekoto e le mo khomputareng kgotsa mo eleketeroniking kgotsa mo motšhining ka mokgwa o e buisegang-			

	Khopi ya rekoto e e gatisitsweng mo rekotong*		Khopi ya tshedimosetso e e gatisitsweng go tswa mo rekotong*		Khopi e e leng mo khomputareng e le mo mokgweng o e ka buisegang* (setifi kgotsa tisiki e e kitlagantsweng)
--	---	--	--	--	--

*Fa o kopile khopi ya kwalololo ya rekoto (mo godimo mo), o batla khopi kgotsa kwalololo e romelwe kwa go wena?

O batla khopi kgotsa kwalololo e posetswa kwa go wena?

Go posa go tla duelelw.

EE

NNYAA

Ela tlhoko gore fa rekoto e se teng mo lelemeng la puo e wena o e ratang, phitlhelelo mo rekotong e ka newa ka leleme la puo e rekoto e kwadilweng ka lona.

O rata rekoto e nna ka puo efe?

G. Kitsiso ya tshwetso maleba le kopo ya phitlhelelo

O tla itsisiwe ka lekwalo fa kopo ya gago e rebotswe/gannwe. Fa o batla go ka itsisiwe ka tsela e nngwe, tsweetswee, tlhalosa mokgwa oo mme o neye dintlha tsa botlhokwa go thusa motho yo o tlabong a tshwaragane le kopo ya gago.

O batla gore o itsisiwe jang ka tshwetso maleba le kopo ya phitlhelelo/go bona rekoto?

Saennwe kwa_____ka_____ (letsatsi) la_____ (kgwedi)_____ (ngwaga)

TSHAENO YA MOKOPI/MOTHO YO KOPO E DIRWANG MO LEGATONG LA

AIRPORTS COMPANY SOUTH AFRICA LIMITED

INCWADI ECHASISISAYO

**NGOKWESIGABA 14 SOMTHETHO WOKUQINISWA KOKUTHOLAKALA
KOLWAZI,
No. 2 KA-2000**

Usuku : 20 NOVEMBA 2002

OKUQUKETHWE

Isahluko 1 - Isingeniso

Isahluko 2 - Isakhiwo nemisebenzi ye-ACSA

- 1.1 Imisebenzi**
- 1.2 Isakhiwo**
- 1.3 Umdwebo wesakhiwo sabaphathi**

Isahluko 3 - Imidati yabaphathi ababhekele ezolwazi

Isahluko 4 - Isigaba 10 : Indlela yokusebenzisa lo Mthetho

Isahluko 5 - Ukutholakala kwamarekhodi

- 5.1 Ukuvezwa kolwazi ngokuzikhethela**
- 5.2 Ulwazi olutholakala ngokufaka isicelo ngokusemthethweni**
- 5.3 Inqubo yokufaka izicelo**
- 5.4 Okukhona okunokwenziwa uma kungukuthi ofake isicelo**

wenqatshelwa i-ACSA ukufinyelela olwazini alucelile

Isahluko 6 - Imisebenzi eyenziwayo

- 6.1 Uhlobo lwemisebenzi**
- 6.2 Indlela ongenzelwa ngayo le misebenzi**

Isahluko 7 - Amalungiselelo avumela umphakathi ukuba ubambe iqhaza ekwenzeni inqubomgomo kanye nasekusebenziseni amandla e-Airports Company of South Africa

Isahluko 8 - Okunye

- 8.1 Ukubuyekezwa kwale ncwadi echasisisayo**
- 8.2 Ukutholakala kwale ncwadi echasisisayo**

Ishejuli 1 - Izimali ezinqunyiwe

Ishejuli 2 - Amafomu anqunyelwe ukufinyelela kumarekhodi

ISAPHLUKO 1

1. ISINGENISO

- 1.1 UMthetho wokuqiniswa kokutholakala kolwazi, No 2 ka-2000 ("UMthetho"), wamiswa ngomhla ka-3 Februwari 2000, kanti unikeza amalungelo, ngokoMthethosisekelo, okufinyelela kunoma ngabe yiluphi ulwazi olusezandleni zombuso kanye nolunye ulwazi olusezandleni zikanoma ngabe ngubani, oludingekayo ekusetshenzisweni noma ekuvikelweni kwanoma ngabe yimaphi amalungelo. Uma kungukuthi kufakwa isicelo ngokwalo Mthetho, lowo esibhekiswe kuye usuke eboshwe umthetho ukudedela lolo lwazi, ngaphandle kwesimo lapho lo Mthetho usho khona ngokusobala ukuthi lolo lwazi ngeke lwadedelwa. Lo Mthetho uyayichaza inqubo ehambisana nalesi sicelo.

1.2 INHLOSO YALE NCWADI

Le ncwadi kuhloswe ngayo ukugcina isiko lokubhobokelana kanye nokuziphendulela ngokunikeza amalungelo okufinyelela olwazini oludingekayo ekusebenzisweni nasekuvikelweni noma ngabe yimaphi amalungelo kanye nokuthuthukisa umphakathi lapho abantu bakuleli benokufinyelela khona olwazini ukuze bakwazi ukusebenzisa kanye nokuvikela amalungelo abo ngokugcwele.

Ukuze kuqiniseke ukulawuleka kwezinhloko zomphakathi, kubalulekile ukuqinisekisa ukuthi bonke abantu bagidlabezwa ngamandla baphinde bafundiswe ukuze baqonde amalungelo abo ngokwalo Mthetho, ukuze bakwazi ukusebenzisa amalungelo abo ezinhlokeni zikahulumeni nasezinhlanganweni ezizimele.

Kodwa, iSigaba 9 salo Mthetho siyakwamukela ukuthi leli lungelo lokufinyelela olwazini linayo imingcele kanti lenganyelwe imingcele efanele, ebandakanya, kodwa enganqunyelwe:

- Imingcele okuhloswe ngayo ukuvikela okufanele kokungaphazanyiswa;
- Imfihlo kwezokudayiselana; kanye
- Nokulawula okuhle nokusebenzayo;

nangendlela esebenzisa leli lungelo ngokucabangela namanye amalungelo, okuhlanganisa amalungelo aqokethwe uMqulu wamalungelo esintu otholakala kuMthethosisekelo.

Le ncwadi ihlelwe ukuhlinzeka umhlahlandlela ngokubanzi ozokwenza abacela ulwazi bakwazi ukuthola amarekhodi ngendlela esheshayo, elula nangendlela ezokwenza abantu bakwazi ukufinyelela kuwo.

ISAPHLUKO 2

2 ISAKHIWO KANYE NEMISEBENZI YE-AIRPORTS COMPANY SOUTH AFRICA LIMITED

2.1 IMISEBENZI

- 2.1.1 Imisebenzi yenkampane i-Airports Company South Africa (ACSA) ishicilelwe uMthetho ka-1993 wezikhumulo zezindiza, i-Airports Company Act No. 44, zale nkampane : "inhloso esemqoka yale nkampane ukuzitholela, ukusungula, ukuthuthukisa, ukuhlinzeka, ukugcina, ukuphatha, ukulawula noma ukusebenzisa noma ngabe iyiphi impahla yesikhumulo sezindiza noma imisebenzi yaso kanye nokwenza noma ngabe yimuphi umsebenzi osemthethweni.

Ngaphambi kokumiswa njengenkampane, izikhumulo zezindiza eziyisishiyagalolunye zakuleli zazingezikahulumeni kanti imisebenzi yazo yayiqhutshwa uyena uhulumeni. Lezi zikhumulo zabe sezidluliselwa enkampaneni i-Airports Company South Africa kanye nempahla nezikweletu zazo ngokoMthetho ka-1993, i-Airports Company Act. Ngo-Ephreli 1998, ifemu yaseNtaliyane, i-Aeroporti di Roma, yawina ibhidi yokuzitholela ingxanye yamasheya ka-ACSA, yase izitholela amasheya angu-20% ayo le nkampane.

Lokhu kubhidela amasheya ale nkampane kwaveza izinga eliphezulu lobungcweti i-ACSA eqhuba ngabo umsebenzi kanye nokwaziswa eyikho uma iqhathaniswa nezinkampane zamazwe emhlabani jikelele, kanti kubonisa indlela eqhudelana ngayo nalezi zinkampane kwezokuphatha okuhle. Abanye abaninimasheya babandakanya izinkampane eziyisihlanu okuhloswe ngazo ukugidlabeza labo ababencishwe amathuba ngamandla kwezomnotho. Lezi zinkampane zingabanikazi bamasheya ale nkampane angu-4.22%.

I-ACSA ingumnikazi kanti ibuye iphathe izikhumulo zezindiza eziyisishiyagalolunye ezisemqoka kuleli, okubandakanya amasango amathathu axhumanisa iNingzimu Afrika namanye amazwe. La masango aseJohannesburg, Durban kanye naseCape Town. Le nkampane ingumnikazi iphinde iphathe izikhumulo eziyisikhombisa zangaphakathi kuleli eBloemfontein, Port Elizabeth, East London, George, Kimberley kanye naseUpington. Zonke lezi zikhumulo, sezihlangene, zengamele i-avareji yezindiza ezingu-196 000 ezingenayo kanye neziyizigidi eziyishumi eziphumayo njalo nje ngonyaka. Ngaphezu kwalokho, le nkampane ibuye ibe nemvume yeminyaka engu-35 yokusebenzisa isikhumulo sezindiza, i-Pilanesberg International Airport, esiseduze neSun City.

2.2 ISAKHIWO

Abaphathi abakhulu be-Airports Company South Africa baziphendulela kubaqondisi beBhodi kanye nesikhulu esiyinhloko (i-CEO). Ithimba labaphathi abaphezulu liqukethe abaphathi abakhulu abangu-15 kanye nezimenenja jikelele zezikhumulo ezintathu, okwenza ikomiti elikhulu lale nkampane. Le nkampane iqashe abasebenzi abangu-890 kuzo zonke izikhumulo eziyisishiyagalolunye.

2.3 UMDWEBO WESAKHIWO SABAPHATHI

ACSA
ISAKHIWO SABAPHATHI

IBHODI LABAQONDISI

SIKHULU ESIYINHLOKO (CEO)

UMQONDISI OMKHULU
IZIKHUMULO ZIKAZWELONKEUMQONDISI OMKHULU
IMISEBENZI YEZOKUNDIZA EMOYENIUMQONDISI OMKHULU
FINANCE AND CORPORATE SERVICESUMPHATHI WEQEMBU
EZOKUXHUMANANA NOKUPHATHWA KWE'BRAND'UMPHATHI WEQEMBU
ABASEBENZIIMENENJA JIKELELE
DURBAN INTERNATIONAL AIRPORTIMENENJA JIKELELE
CAPE TOWN INTERNATIONAL AIRPORTIMENENJA JIKELELE
JOHANNESBURG INTERNATIONAL AIRPORTUMPHATHI WEQEMBU
CORPORATE GOVERNANCE & PROCUREMENTUMPHATHI WEQEMBU
IMISEBENZI YOKUTHENGISELANAUMPHATHI WEQEMBU
IBHIZINISI KANYE NOKWENABELA KWEZINYE
IZIMAKETHEUMPHATHI WEQEMBU
UKUVIKELEKA EZINDIZENIUMPHATHI WEQEMBU
UKUHLOLWA KWAMABHUKU KWANGAPHAKATHIUMPHATHI WEQEMBU
IZIXAZULULO ZOKUPHATHA EZIKHUMULWENI

ISAPHLUKO 3

IMIDATI YABAPHATHI ABABHEKELE EZOLWAZI

3.1 IMIDATI YABAPHATHI

3.1.1 Umphathi obhekele ezolwazi

Mnu Rishi Thakurdin
rishi@airports.co.za

3.1.2 Amasekela abaphathi ababhekele ezolwazi

Mnu Anton Rautenbach
anton@airports.co.za

3.1.3 Ikheli Lendawo:
The Mapels, Riverwoods
24 Johnson Road
Bedfordview
2008

3.1.4 Ikheli lePosi:
P O Box 75480
Gardenvue
2047

3.1.4 Tel No: +27 11 724 1469

3.1.5 Fax No: +27 11 454 3810

ISAPHLUKO 4

INDLELA YOKUSEBENZISA LO MTHETHO

Lo mhlahlandlela uzotholakala kwiKhomishane yalukeli yamalungelo esintu engakapheli u-Agasti ka-2003.

Imibuzo maqondana nalokhu ingabhekiswa ku:

The Research and Documentation Department
South African Human Rights Commission
PAIA Unit
Private Bag 2700
HOUGHTON
2041

Tel No: +27 11 484 8300

Fax : + 27 11 484 1360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

ISAPHLUKO 5

UKUFINYELELA KUMAREKHODI

5.1 Ukuvezwa kolwazi ngokuzikhethela

Ulwazi ngalezi zihlokwana ezilandelayo lutholakala ngaphandle kwesicelo esenziwe njengokubalula kwalo Mthetho. Kodwa, qaphela ukuthi kusalindeleke ukuba ucele umphathi owengamele lolu lwazi ukuba akunikeze isikhathi sokuzolubheka lolu lwazi, yize kungalindelekile ukuba ufake isicelo esisemthethweni.

5.1.1 Imibiko yonyaka nehambisana nayo

5.1.2 Ulwazi ngokubanzi ngenkampane i-Airports Company South Africa

5.1.3 Ulwazi ngokugibela izindiza

5.1.4 Ulwazi ngemisebenzi eyenziwayo kanye nezincwajana ezichazayo

5.1.5 Ulwazi olutholakala kuwebsite ye-Airports Company South Africa:
www.airports.co.za

5.1.6 Inqubomgomo yokugidlabeza abamnyama ngamandla kwezomnotho

5.2 Ulwazi olutholakala ngokufaka isicelo ngokusemthethweni (isigaba 14 (1) (d))

I-ACSA inolwazi oluphathelele nalezi zihlokwana ezilandelayo, kanti lutholakala ngokufaka izicelo ngokusemthethweni ngokwalo Mthetho. Ukufakwa kwanoma ngabe yisiphi isihlokwana noma isigaba samarekhodi akusho ukuthi amarekhodi angaphansi kwalezo zihlokwana kanye/noma izigaba anokutholakala, ngaphansi kwalo Mthetho. Ngokwezizathu ezithile, ikakhulukazi, njengoba zibekiwe kulo Mthetho, kungavinjelwa ukufinyelela kulawo marekhodi.

• 5.2.2

Ezezimali kanye nezokuphatha

- Izincwadi zokwenziwa kwe-ACSA ibe inkampane
- Incwadi ngemininingwane yokusungulwa kwe-ACSA
- Amafomu okwenziwa kwe-ACSA ibe inkampane
- Irejista yamasheya e-ACSA
- Isivumelwano phakathi kwe-ACSA kanye nabaninimasheya

- Irejista yohlu lwabaqondisi
- Amabhuku amaminithi emihlangano yeBhodi
- Amaminithi emihlangano yabaphathi
- Amaminithi emihlangano yabantu bonke

5.2.1 Amarekhodi e-ACSA ezezimali

- Izincwadi namabhuku amarekhodi ama-akhawunti
- Imibiko yezezimali yesikhashana neyokuphela konyaka
- Imidati yabahlolimbhuku
- Imibiko yangaphandle yabahlolimbhuku
- Imibiko ye-ACSA ngezentela
- Ezinye izincwadi eziqondene nezentela
- Imidati yasebhange
- Izitatimende zasebhange
- Amagaranti kanye nezimali ezitshalwayo (ngokuthenga amashezi, amabhondi, njalonzalo)
- Ukuzibophezela kwezezimali

5.2.2 Abantu/Abasebenzi

- Uhlaka lwenhlangano
- Izincwadi zokutholwa kwamalungu amasha nokuqashwa kwawo
- Uhlelo lokuqasha ngokulinganayo
- Inqubomgomo yokuqasha
- Uhlelo lokuqeqeshwa nokuthuthukiswa kwabasebenzi
- Izivumelwano zokwamukela
- Amaminithi emihlangano kanye nezinyunyana
- Amarekhodi okuqondiswa kwezigwegwe nemibhalo maqondana nenqubo yokuqondiswa kwezigwegwe
- Izincwadi zokuqeqesha
- Izincwadi ngemihlomulo yabasebenzi
- Amafayili abasebenzi
- Imigomo kanye nenqubo yabasebenzi
- Uhlu lwabasebenzi
- Amaminithi emihlangano yamakomiti

5.2.4 Impahla engamandla engqondo

- Amalayisense, izimvume, kanye nezitifiketi ezigunyazayo
- Amarekhodi emishwalense kanye namapholisi emishwalense

5.2.5 Impahla ehambayo nengahambiyo

- Amatayitela empahla yenkampane

- Izivumelwano nabaqashi ngokuqashisa kanye nabanikezwe izimvume
- Amabhondi ezindlu, ilungelo lokudla impahla, amabhondi ezinkontileka kanye nezinye izimali ezitshaliweyo (amashezi, njalonjalo)

5.2.6 Ithekhnoloji yolwazi

- Izivumelwano maqondana nezinhlelo zekhompyutha kanye namaprogramu ekhompyutha
- Izivumelwano zabaninimasheya nenkampane elawulwayo maqondana nethekhnoloji yolwazi

5.2.7 Ukuphathwa kweziphathelele nezingozi

- Imibiko yezempilo kanye nezokuphepha emsebenzini
- Imibiko namapholisi emishwalense
- Imibiko yezehlakalo eziphathelele nokuvikeleka kanye nokuphepha

5.2.8 Imisebenzi kanye nezokuphatha

- Izinkontileka zemisebenzi kanye nabo bonke abeyenzayo
- Izinkontileka zokugcina impahla isesimeni esifanele
- Isivumelwano sesabelo sempahla (umhlaba, njalonjalo)

5.2.9 Okuzuzekayo (Procurement)

- Inqubomgomo yokuzuzekayo
- Amaminithi eBhodi lamathenda
- Ukwethulwa kwamathenda

5.2.10 Imisebenzi ephathelele nezindiza

- Izincwadi zokuhlela ezidaliweyo, ezingewona amakhophi
- Izinhlelo kanye nemidwebo

5.3 Inqubo yokufaka izicelo

Lowo ofaka isicelo sokufinyelela kumarekhodi e-ACSA uzokwazi ukuwathola uma efeza lezi zidingo ezilandelayo:

- Kufanele ayifeze yonke imigomo yenqubo yalo Mthetho maqondana nesicelo sokufinyelela kulawo marekhodi acelwayo; kanti
- Ukufinyelela kulawo marekhodi akufanele kwenqatshelwe yinoma ngabe yisiphi isizathu esibalulwe kulo Mthetho.

Uhlobo lwesicelo:

- Ofaka isicelo kufanele asebenzise ifomu elilotshwe kuSomqulu Kahulumeni [Govt. Notice R187 – 15 February 2002 Form A] – bheka ishejuli 1
- Ofaka isicelo kufanele asho ukuthi udinga ikhophi yini noma ufuna ukuza azozibhekela lawo marekhodi emahhovisi akwa-ACSA. Okunye

okungenzeka, uma kungukuthi lawo marekhodi awabhaliwe phansi, ukuthi lawo marekhodi abhekwe ngendlela eshicilelwe esigabeni 29 (2).

- Uma ofaka isicelo ethanda ukufinyelela olwazini ngendlela azikhethele yona, kufanele kwenzeke njengokwesicelo sakhe, ngaphandle kwesimo lapho ukwenzenjalo kuzophazamisa ukusebenza ngokufanele kwe-ACSA, noma uma ukwenzenjalo kuzolimaza lawo marekhodi, noma kuzothatha amalungelo abanikazi balawo marekhodi, uma kungukuthi akusiwona amarekhodi e-ACSA. Uma kungukuthi kunezizathu ezenza kungaphumeleli ukufinyelela kulawo marekhodi ngokwendlela yofake isicelo, kuyosho ukuthi imali ekhokhelwa ukufinyelela kulawo marekhodi iyolinganiswa ngokwendlela yokufinyelela kumarekhodi eceliwe ekuqaleni. Isigaba 29(3) kanye no-(4)].
- Uma kungukuthi, ngaphezu kwempendulo ebhalwe phansi ebhekiswe kofake isicelo sokufinyelela kumarekhodi, lowo ofake isicelo ufisa ukwaziswa nangenye indlela ngesinqumo esithathiwe, isib. ngocingo, lesi sicelo kufanele sivele [isigaba 18(2)(e)].
- Uma ofaka isicelo ecelela omunye ulwazi, kuyodingeka ukuba asiveze isikhundla sakhe acela ngaso lolu lwazi [isigaba 18(2)(f)].
- Uma kungukuthi ofaka isicelo akakwazi ukufunda noma ukubhala, noma enokukhubazeka, angafaka isicelo sakhe ngomlomo. Umphathi obhekele ezolwazi uzobe esegcwalisela lo mfaki wesicelo ifomu bese emnikeza ikhophi yalo [s 18(3)].

5.4 Okukhona okunokwenziwa uma kungukuthi ofake isicelo wenqatshelwa i-ACSA ukufinyelela olwazini alucelile

5.1 Okungenziwa ngaphakathi

I-ACSA ayinayo inqubo yangaphakathi yokufaka izikhalazo. Ngakho-ke isinqumo somphathi obhekele ezolwazi singujuqu, okusho ukuthi abafaka izicelo kuyodingeka ukuba basebenzise izindlela zangaphandle ezikhona uma kungukuthi bayenqatshelwa ukufinyelela kumarekhodi – uma benganelisiwe impendulo yalowo mphathi obhekele ezolwazi.

5.2 Izindlela zangaphandle

Uma kungukuthi ofake isicelo akenelisiwe impendulo yomphathi obhekele ezolwazi yokumenqabela ukufinyelela olwazini alucelile, angafaka isicelo sokusizwa inkantolo, ezinsukwini ezingu-30 zokwaziswa ngesinqumo leso.

Kanjalo, nomuntu wesithathu ongenelisiwe yisinqumo somphathi obhekele ezolwazi ngokunikezwa kolwazi, angasifaka isicelo sokusizwa inkantolo, ezinsukwini ezingu-30 zokwaziswa ngesinqumo leso. Ngokwalo Mthetho, izinkantolo ezinamandla okubhekana nalezi zicelo inkantolo yoMthethosisekelo, iNkantolo ephakeme noma enye inkantolo yalolo hlobo.

ISAHLOKO 6

IMISEBENZI EYENZIWAYO

6.1 Uhlobo lwemisebenzi

I-ACSA yenzela umphakathi le misebenzi elandelayo:

- 6.1.1 Imisebenzi ephathelene nezindiza
- 6.1.2 Ulwazi ngokundiza
- 6.1.3 Imisebenzi yokuthengisela umphakathi izinto ezihamba ngayinye (retailing)
- 6.1.4 Imisebenzi ephathelene nezempahla
- 6.1.5 Ukupaka
- 6.1.6 Ulwazi ngokubanzi oluqondene ne-Airports Company South Africa
- 6.1.7 Amalayisense egceke lezindiza kanye nezimvume
- 6.1.8 Ipulani lezimali ezikhokhwayo

6.2 Indlela ongenzelwa ngayo le misebenzi

- 6.2.1 Yonke le misebenzi kanye nokunye okuhambisana kanye nayo kutholakala kuzo zonke izikhumulo eziyishumi nanye eziphethwe i-Airports Company South Africa
- 6.2.2 Le misebenzi kanye nolwazi oluhamisana nayo kutholakala kwizimenja jikelele zaleso naleso sikhumulo noma kumphathi obhekele ezolwazi. Eminye imidati itholakala kuwebsite.

ISAPHLUKO 7

AMALUNGESELELO AVUMELA UMPHAKATHI UKUBA UBAMBE IQHAZA EKWENZENI INQUBOMGOMO KANYE NASEKUSEBENZISENI AMANDLA E-AIRPORTS COMPANY SOUTH AFRICA

I-ACSA isisebenzise izigcawu ezehlukene zomphakathi lapho idingide khona amaphuzu athile asemqoka emizamweni yayo yokuxhumana nabasebenzisi besikhumulo sezindiza, ikakhulukazi ekuxhumaneni nebambisene nabo kwezemisebenzi yezindiza eyenzelwa umphakathi ngokubanzi:

7.1 Ikomiti labasebenza ezikhumulweni zezindiza, i-Airports Operators Committee (AOC)

Ukuhlalana ubuso nobuso kwanyanga zonke nabamele abe-National and International Airline ukuze kuqiniseke ukusebenzisana nokweseka imisebenzi emihle eyenzelwa amalungu omphakathi. Lesi sigcawu siqinisekisa ukuthi izigaba zemisebenzi kanye namalungiselelo emithwalo kanye nabagibeli kuba sezingeni eliphezulu nasekuthini kuhlale kuthuthukiswa njalo.

7.2 Isigcawu sabasebenza ngemithwalo, i-Airports Cargo's Operators Forum - ACOC

Isigcawu esenziwa njalo nabasebenza ngemithwalo ukuqinisekisa ukuhanjiswa kwemithwalo ngokufaneleyo.

7.3 Isigcawu sezokuvikeleka

Isigcawu esenziwa njalo esihlanganisa amaphoyisa akuleli, awemingcele, abezentela, ababhekele ezabathuthela kwamanye amazwe, abanye abamele uhulumeni kanye nabanye abathintekile esikhumulweni ukuze kuqinisekise ukuvikeleka okusezingeni eliphezulu kuzo zonke izikhumulo zethu zezindiza.

7.4 Ukusetshenziswa komhlaba kanye nekomiti lezokusebenzisana neziphathimandla zendawo

7.5 Izigcawu zabamele izinkampane zezindiza

Usosesheni wabamele izinkampane zezindiza, i-Association of Airline Representative of Southern Africa (AARSA)

IBhodi labamele izinkampane zezindiza, iBoard of airline representatives (BAARSA)

Lezi zigcawu ezingaphezulu zixhumana njalo ngendlela ehlelekile ne-ACSA ukuqinisekisa imisebenzi yezikhumulo zezindiza eyenzelwa bonke abathintekayo ngokuyikho nangendlela ephile, kanye nokuqapha amazinga emisebenzi yabo bonke abathintekayo.

7.6 Ikomiti elihambisa izinto ngomthetho

Lokhu kunqunywa umthetho wezikhumulo zezindiza, i-Airports Company Act, ukuthi, phakathi kokunye, izimali ezikhokhelwa inkampane yezikhumulo zezindiza ngabasebenzisi bale nkampane ihamba ngokomthetho kanye nokuqinisekisa ukuthi umsebenzi owenziwa yile nkampane usezingeni eliphezulu. Ngaphezu kwalokho, leli

komiti liphinde lamukele izikhalazo ezivela kunoma ngubani onesikhalo ngokwahluleka kwale nkampane yezikhumulo zezindiza ekwenzeni imisebenzi njengoba ihlelwe ngokwalo Mthetho wezinkampane zezikhumulo zezindiza, ngokufaka isikhalazo. Izikhalazo mazithunyelwe ku: The Regulating Committee, Private Bag X 193, Pretoria, 0001

7.7 Izinhlaka zokubonisana ngezezindiza zezakhamizi

AbeCivil Aviation Authority yibona ababhekele konke okuphathelene nezindiza ezisebenzela izakhamizi. I-ACSA ibamba iqhaza ezigcawini ezihlelekile neziba khona njalo nabeCivil Aviation Authority lapho kudingidwa khona lokhu okulandelayo :

Ezokuphepha;

Ukuvikeleka;

Ukuvikelwa kwemvelo;

Izindiza ezisebenzela izakhamizi.

ISAHLUKO 8

OKUNYE

8.1 Le ncwadi:

8.1.1 Izobuyekezwa njalo ngonyaka

8.1.2 Izotholakala kulezi zindawo ezilandelayo:

7.1.2.1 Zonke izindawo ezivunyelwe ngokomthetho ukugcina le ncwadi njengoba kuchaziwe esigabeni 6 soMthetho ka-1997, iLegal Deposits Act 1997;

7.1.2.2 KwiKhomishine yamalungelo esintu yakuleli;

7.1.2.3 Emahhovisi e-Airports Company South Africa; airports & corporate?

7.1.2.4 Kuwebsite ye-Airports Company South Africa: www.airports.co.za

ISHEJULI 1

Izimali ezinqunyiwe

**INGXENYE II YESAZISO 187 KUSOMQULU KAHULUMENI KAMHLA KA-15
FEBRUWARI 2002
IZIMALI EZINQUNYELWE IZINHLAKA ZIKAHULUMENI**

1. Imali yekhophi yale ncwadi njengoba kubaluliwe emthethweni 5 (c) ngu-R0,60 ekwenzeni ikhophi yekhasi elilodwa elingu-A4 noma ingxenye yalo.
2. Izimali zokwenza amakhophi njengoba kubaluliwe emthethweni 7(1) zimi kanje:

	R
(a) Leyo naleyo khophi yekhasi elingu-A4 noma ingxenye yalo	0,60
(b) Leyo naleyo khophi yephrinta yekhasi elingu-A4 noma ingxenye yalo. Ngakho-ke kukhompuyutha noma emshinini ofundekayo	0,40
(c) Ikhophi kwikhompuyutha efundekayo uma iku –	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (I) Ukukopishwa kwemifanekiso ebonakalayo, uma ifakwa ekhasini elingu-A4 noma ingxenye yalo	22,00
(ii) Ikhophi yemifanekiso ebonakalayo	60,00
(e) (I) Ukukopishwa kokuqoshelwe ukulalelwa ngendlebe, okulingana ikhasi elingu-A4 noma ingxenye yalo	12,00
(ii) ikhophi yokuqoshelwe ukulalelwa ngendlebe	17,00
3. Imali yokufaka isicelo ekhokhwa ngofake isicelo, ngaphandle kofaka isicelo njengokubalula komthetho 7(2), ngu-R35,00
4. Izimali zokufinyelela olwazini ezikhokhwa ngofaka isicelo njengoba kubaluliwe emthethweni 7(3) zimi kanje:

R

- (1) (a) Leyo naleyo khophi yekhasi elingu-A4 noma ingxenye yalo R0,60
- (b) Leyo naleyo khophi ephrintiwe yekhasi elingu-A4 noma ingxenye yalo
 elikhompuyutha noma emshinini ofundekayo 0,40

(c) Ikhophi kukhompnyutha efundekayo uma iku –

(i) stiffy disc 5,00

(ii) compact disc 40,00

(d) (I) Ukukopishwa kwemifanekiso ebonakalayo, uma ifakwa ekhasini elingu-A4 noma ingxenye yalo 22,00

(ii) Ikhophi yemifanekiso ebonakalayo 60,00

(e) (I) Ukukopishwa kokuqoshelwe ukulalelwa ngendlebe, okulingana ikhasi elingu-A4 noma ingxenye yalo 12,00

(ii) ikhophi yokuqoshelwe ukulalelwa ngendlebe 17,00

(f) Ukucinga noma ukulungiselela ukuvezwa kolwazi, R15,00 ngehora noma ingxenye yalo, okungalifaki ihora lokuqala, elidingekile kulokho kucinga nokwenza lawo malungiselelo.

(2) Ukuze kufezeke okubalulwe esigabeni 22(2) salo Mthetho, kudingekile lokhu okulandelayo:

(a) Amahora ayisithupha nokungamahora okufanele aphele ngaphambi kokukhokha idiphozi; kanti

(b) Ingxenye eyodwa kokuthathu yemali yokufinyelela olwazini ikhokhwa yilowo ofake isicelo njengediphozi.

(3) Imali yokuposa ikhokhwa ngofaka isicelo uma kungukuthi ikhophi yamarekhodi kufanele iposwe.

ISHEJULI 2

AMAFOMU ANQUNYELWE UKUFINYELELA KUMAREKHODI

Amafomu anqunyelwe ukufinyelela kumarekhodi ashicilelwe ku-

**ISITHASISELO SESAZISO 187 KUSOMQULU KAHULUMENI NGOMHLA KA-15
FEBRUWARI 2002.**

**ISITHASISELO B SESAZISO 187 KUSOMQULU KAHULUMENI NGOMHLA KA-15
FEBRUWARI
2002**

IFOMU A

ISICELO SOKUFINYELELA KUMAREKHODI ENKAMPANE KAHULUMENI
(Isigaba 18(1) soMthetho wokuqiniswa kokufinyelela olwazini, 2000 (Act No. 2
of 2000))

[Umthetho 2]

INGXENYE EYENZELWE UMNAYANGO

Inombolo Yamarekhodi (Ref no)

Isicelo samukelwe ngu: (shono isikhundla, igama kanye nesibongo somphathi obhekele ezolwazi/isekela lobhekele ezolwazi) ngomhla ka- (usuku) e- (indawo).

Imali yokufaka isicelo (uma idingekile): R

Idiphozi (uma idingekile): R

Imali yokufinyelela olwazini: R

ISIGNESHA YOMPHATHI OBHEKELE EZOLWAZI/YESEKELA LAKHE

A. Imininingwane yenhlango kahulumeni

Umpathi obhekele ezolwazi/isekela lakhe

B. Imininingwane yalowo ofaka isicelo sokufinyelela kumarekhodi

- (a) *Imininingwane yofaka isicelo sokufinyelela kumarekhodi kufanele ibhalwe lapha ngezansi.*
- (b) *Nikeza ikheli kanye/noma inombolo yefeksi yakuleli, lapho ulwazi kufanele luthunyelwe khona.*
- (c) *Ubufakazi besikhundla okufakwa isicelo ngaso, lapho kunesidingo khona, kufanele bunanyathiselwe.*

Amagama ngokugcwele kanye nesibongo nenombolo kamazisi: Ikheli leposi:

Inombolo yefeksi: Inombolo yocingo: Ikheli le--E-mail:

Isikhundla okufakwa ngaso isicelo, uma kungukuthi isicelo sifakwa egameni lomunye:

B. Imininingwane yalowo okufakwa isicelo egameni lakhe

Lesi sigaba sigcwaliswa kuphela uma kungukuthi isicelo solwazi sifakwa egameni lomunye.

Amagama ngokugcwele kanye nesibongo:

Inombolo kamazisi:

D. Imininingwane yamarekhodi

- (a) *Nikeza imininingwane ngokugcwele yamarekhodi acelwayo, okuhlanganisa inombolo yawo (reference number), uma kungukuthi uyayazi, ukuze kutholakale ukuthi akuphi nendawo.*
- (b) *Uma kungukuthi indawo obhala kuyo isiphelile, sebenzisa elinye ikhasi bese ulinamathisela kuleli fomu. Ofaka isicelo kufanele asayine wonke amakhasi angeziwe.*

1. Incazelo yamarekhodi noma ingxenye yawo efanele:
2. Inombolo yawo (Reference number), uma ikhona:
3. Eminye imininingwane yala marekhodi:

E. Izimali ezikhokhwayo

- (a) *Isicelo sokufinyelela kumarekhodi, ngaphandle kwamarekhodi aqukethe iminingwane ngawe, ngeke sicubungulwe uma kungukuthi imali yesicelo ayikhokhiwe.*
- (b) *Uyokwaziswa ngenani lemali edingekile njengemali yesicelo.*
- (c) *Le mali yokufinyelela kumarekhodi olwazi iya ngendlela oludingeka ngayo lolu lwazi kanye nesikhathi esidingekayo ukucinga nokuhlela lolu lwazi.*
- (d) *Uma kungukuthi ungomunye walabo okungafanele bakhokhe noma ngabe iyiphi imali, siza ubeke isizathu salokho.*

Isizathu sokuba ngomunye walabo okungafanele bayikhokhe imali:

F. Ifomu lokufinyelela kumarekhodi

Uma kungukuthi unokukhubazeka okukwenza ungakwazi ukufunda, ukubheka noma ukulalela amarekhodi ngendlela ehlinzekwe ku-1 kuya ku-4 lapha ngezansi, yisho ukukhubazeka kwakho bese ubonisa indlela owadinga ngayo la marekhodi.

Ukukhubazeka	Indlela amarekhodi adingeka ngayo:		
<i>Faka uphawu "X" ebhokisini elifanele.</i> AMANOTHI: <i>(a) Indlela owadinga ngayo amarekhodi iya ngendlela atholakala ngayo amarekhodi.</i> <i>(b) Kungenzeka yenqatshelwe indlela owadinga ngayo la marekhodi. Kuleso simo uyokwaziswa uma kungukuthi angatholakala ngennye indlela.</i> <i>(c) Imali ekhokhelwa ukufinyelela kula marekhodi, uma idingekile, izoya, phakathi kokunye, ngendlela oludingeka ngayo.</i>			
1. Uma kungukuthi amarekhodi abhaliwe noma uma kungukuthi aphrintiwe -			
Ikhophi yamarekhodi*	Ukuhlolwa kwamarekhodi		
2. Uma kungukuthiamarekhodi ayimifanekiso ebonwayo -			
(lokhu kubandakanya izithombe, amaslayidi, amarekhodi evidiyo, imifanekiso ekhishwa ikhompyutha, imidwebo, njalonjalo)			
	Ukubonwa kwemifanekiso	Ikhophi yemifanekiso*	Ukukopishwa kwemifanekiso*
3. Uma kungukuthi amarekhodi aqukethe amazwi aqoshiwe noma ulwazi olusesimeni somsindo olalelwayo -			
	Lalela (ikhasethi elilalelwayo)		Ukukopishwa komsindo oqoshiweyo* (umbhalo obhaliweyo noma ophrintiwe)
4. Uma kungukuthi amarekhodi akukhompyutha noma emshinini ofundekayo-			

	Ikhophi yamarekhodi aphrintiwe*		Ikhophi ephrintiwe yolwazi ethathwe kumarekhodi*		Ikhophi efundekayo ekukhompuyutha* (stiffy or compact disc)	
*Uma kungukuthi ucela ikhophi noma amarekhodi akopishiwe (ngaphezulu), ngabe ufisa ukuposelwa leyo khophi noma lowo mbhalo okopishiwe? Kuzodingeka ukuba ukhokhe imali yokuposa.					YEBO 	CHA
<i>Qaphela ukuthi uma amarekhodi angatholakali ngolimi olucelayo, ungakwazi ukufinyelela kulawo marekhodi ngolimi atholakala ngalo.</i>						

Uwadinga ngaluphi ulimi la marekhodi?

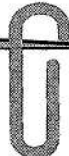
G. Isaziso sesinqumo maqondana nesicelo samarekhodi

*Uzokwaziswa ngokubhalelwa ukuthi isicelo sakho samukelwe yini noma cha. Uma ufisa
 ukwaziswa ngenye indlela, yigagule leyo ndlela bese unikeza imininingwane efanele ukuze
 kwenzeke njengokwesicelo sakho.*

Ufisa ukwaziswa kanjani ngesinqumo sesicelo sakho sokufinyelela kumarekhodi owacelile?

Kusayinwe ngomhla ka (usuku) lwenyaka ka (inyanga)
 (unyaka)

ISIGNESHA YOFAKA ISICELO/YALOWO OKUFAKWA ISICELO EGAMENI LAKHE



*Looking for back copies and out of print issues of
the Government Gazette and Provincial Gazettes?*

The National Library of SA has them!

Let us make your day with the information you need ...

National Library of SA, Pretoria Division

PO Box 397

0001 PRETORIA

Tel.:(012) 321-8931, Fax: (012) 325-5984

E-mail: infodesk@nlsa.ac.za



*Soek u ou kopieë en uit druk uitgawes van die
Staatshoerant en Provinsiale Koerante?*

Die Nasionale Biblioteek van SA het hulle!

Met ons hoef u nie te sukkel om inligting te bekom nie ...

Nasionale Biblioteek van SA, Pretoria Divisie

Posbus 397

0001 PRETORIA

Tel.:(012) 321-8931, Faks: (012) 325-5984

E-pos: infodesk@nlsa.ac.za

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