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No. 24347

# MANUALS

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO

INFORMATION ACT (NO. 2 OF 2000)

PART 2 OF 2



24347

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# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

# NKWASI (PTY) LTD Registration Number: 75/1346/07

TA	BLE OF CONTENTS	Page
Int	roduction	2
Pa	rticulars in Terms of Section 51	2
1.	Contact details	2
2.	The Guide as described in Section 10	2-3
3.	Categories of records, which are available without having to request access	
	in terms of the Act in terms of Section 52 (2)	3
4.	Records available in terms of any other legislation	3
5.	How to request a record - a description of the subjects of the records	3-4
	5.1 How to request a record	3-4
	5.2 Categories of records held by Nkwasi (Pty) Ltd	4
	5.2.1 Operational Records	4
	5.2.2 Movable and Immovable Property	4
	5.2.3 Financial Records	4
6.	Other information as may be prescribed	4
7.	Availability of the Manual	4
8.	Fees in respect of private bodies	5
9.	Prescribed request form	6-8
	A Particulars of private body	6
	B. Particulars of person requesting access to the record	6
	C. Particulars of person on whose behalf request is made	6
	D. Particulars of person requesting access to the record	6
	F. Fees	7
	F. Form of access to record	7-8
	G. Particulars of right to be exercised or protected	8
	H. Notice of decision regarding request for access	8

### 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.

Nkwasi (Pty) Ltd is a private body carrying on business as investment of fixed property, the details required in order for a requester of information to obtain or apply for information which Nkwasi (Pty) Ltd holds, is contained hereunder:

### **PARTICULARS IN TERMS OF SECTION 51**

### 1. CONTACT DETAILS [Section 51(1)(a)]

The directors of Nkwasi (Pty) Ltd have duly authorised Mrs S Kyossev Zwygart to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body:

Nkwasi (Pty) Ltd

Head of Body:

Mr. E Zwygart

Postal address:

PO Box 503 GERMISTON

0400

Street address:

11 Don Street GERMISTON

1401

Telephone:

+27 11 825 6917

Facsimile:

+27 11 825 5495

Information Officer:

Mrs. S Kyossev Zwygart

Contact details of Information Officer:

Phone:

+27 11 825 6917

(b) Fax:

(a)

+27 11 825 5495

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

### The South African Human Rights Commission:

# PAIA Unit The Research and Documentation Department

Postal address:

Private Bag 2700

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF NKWASI (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Nkwasi (Pty) Ltd to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Nkwasi (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY NKWASI (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.
    - The requester must provide sufficient detail on the request form to enable the
      head of the private body to identify the record and the requester. The requester
      should also indicate if he or she wishes to be informed in any other manner and
      state the necessary particulars to be so informed.
    - The 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

### 5.2 Categories of records held by Nkwasi (Pty) Ltd

### 5.2.1 Operational Information

- Minutes of Board meetings
- Resolutions
- Memorandum and Articles of Association
- Share Register
- Register of list of directors
- Minutes of General Meetings

### 5.2.2 Movable and Immovable Property

- Asset Registers
- Title deeds in respect of properties owned
- Agreements of lease with tenants and concessionaires
- Maintenance

### 5.2.3 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors report
- Tax Returns
- Other documents relating to taxation
- Insurance records

### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Nkwasi (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

### 8. FEES IN RESPECT OF PRIVATE BODIES

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

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

			R
(a)	part tl	very photocopy of an A4-size page or nereof	1,10
(b)		very printed copy of an A4-size page or nereof held on a computer or in electronic	E. 31
	or ma	chine-readable form	0,75
(c)	For a	copy in a computer-readable form on -	1
` '	(i)	stiffy disc	7,50
	(ii)	compact disc	70,00
(d)	(i)	For a transcription of visual images,	i
(-)		for an A4-size page or part thereof	40,00
	(ii)	For a copy of visual images	60,00
(e)	(i)	For a transcription of an audio record,	
		for an A4-size page or part thereof	20,00
	(ii)	For a copy of an audio record	30,00

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

				R
(1)	(a)		very photocopy of an A4-size page or nereof	1,10
	(b)	part th	very printed copy of an A4-size page or nereof held on computer or in electronic	* * 1
		or ma	chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	
		(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	1
	(-)	.,	for an A4-size page or part thereof	40,00
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38	(e)	(i)	For a transcription of an audio record,	
			for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
	(f)	To se	arch for and prepare the record for disclosure or part of an hour reasonably required for suc	e, R30,00 for each th a search and
		prepa	ration.	į.

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

(a) Six hours as the hours to be exceeded before a deposit is payable; and

(b) one third of the access fee is payable as a by the requester.

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

### 9. PRESCRIBED REQUEST FORM

### REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

### [Regulation 10]

### A. Particulars of private body

The Head: Nkwasi (Pty) Ltd

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

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname:

Identity number:

### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- 1. Description of record or relevant part of the record:
- Reference number, if available:
- Any further particulars of record:

# E. Fees (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid. (b) You will be notified of the amount required to be paid as the request fee. (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

### F. Form of access to record

Disab	ility:	Form in which re	cord is required:				
Mark NOTI			9 6				
(a) Compliance with your request in the specified form may depend on the form							
with 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.							
(a)	Such a case you will be	informed if access will be granted ess to the record, if any, will be do	etermined partly				
(c)	by the form in which ac	cess is reauested.	cici mineu pui ny				
	by the form in which we	cess is requested.					
1.	If the record is in writ	ten or printed form:	n:				
	copy of record*	inspection of record	İ				
2. (This	If record consists of vi includes photographs, slide	sual images es, video recordings, computer-ge	nerated images,				
	ches, etc.):						
	view the images	copy of the images*	transcription of the images*				
3.	If record consists of re reproduced in sound:	ecorded words or information w	hich can be				

printed copy of record*	printed copy of information derived from the record*	rea	oy in com dable for ffy or co sk)	m*
*If you requested a cop wish the copy or trans Postage is payable.	nscription of a record (above), d to be posted to you?	o you	YES	NO

### G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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

### H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer	to be informed of the	e decision rega	arding your request	for access to th
record?		*!	8	¥.44
Signed at	this	day of		03

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

# PRECISION GRINDERS (PTY) LTD Registration Number: 1964/001055/07

TA	ABLE OF CONTENTS		Page			
Int	troduction		2			
Par	articulars in Terms of Section 51		2			
			, xau			
1.			2			
2.	The Guide as described in Section 10					
3.	Categories of records, which are available without having					
	in terms of the Act in terms of Section 52 (2)					
4.	Records available in terms of any other legislation					
5.	How to request a record - a description of the subjects of					
	5.1 How to request a record					
	5.2 Categories of records held by Precision Grinders (P					
	5.2.1 Operational Records					
	5.2.2 Movable and Immovable Property					
	5.2.3 Human Resources		4-5			
	5.2.4 Financial Records		5			
	5.2.5 Information Technology		5			
	5.2.6 Risk Management		5			
	5.2.7 Procurement		5			
	5.2.8 Communication		5			
6.	Other information as may be prescribed		5			
7.	Availability of the Manual		5			
8.	Fees in respect of private bodies		5-6			
9.	Prescribed request form		6-9			
	A. Particulars of private body					
	B. Particulars of person requesting access to the reco	rd	7			
	C. Particulars of person on whose behalf request is mo	ade	7			
	D. Particulars of person requesting access to the recor					
	E. Fees					
	F. Form of access to record					
	G. Particulars of right to be exercised or protected					
	H Notice of decision regarding request for access					

### 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.

Precision Grinders (Pty) Ltd is a private body carrying on business as precision grinders, the details required in order for a requester of information to obtain or apply for information, which Precision Grinders (Pty) Ltd holds, is contained hereunder:

### **PARTICULARS IN TERMS OF SECTION 51**

### 1. CONTACT DETAILS [Section 51(1)(a)]

The directors of Precision Grinders (Pty) Ltd have duly authorised Mrs S Kyossev Zwygart to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Precision Grinders (Pty) Ltd

Head of Body: Mr. E Zwygart

Postal address: PO Box 503

**GERMISTON** 

0400

Street address: 11 Don Street

GERMISTON

1401

**Telephone:** +27 11 825 6917

Facsimile: +27 11 825 5495

Information Officer: Mrs. S Kyossev Zwygart

Contact details of Information Officer: (a) Phone: +27 11 825 6917

(b) Fax: +27 11 825 5495

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

### The South African Human Rights Commission:

### **PAIA Unit**

The Research and Documentation Department

Postal address:

Private Bag 2700

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF PRECISION GRINDERS (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Precision Grinders (Pty) Ltd to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Precision Grinders (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- EMPLOYMENT EQUITY ACT 55 OF 1998
- PENSION FUNDS ACT 24 OF 1956
- MEDICAL SCHEMES ACT 131 OF 1998
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY PRECISION GRINDERS (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

### 5.2 Categories of records held by Precision Grinders (Pty) Ltd

### 5.2.1 Operational Information

- Client Information
- Company Policies
- Minutes of Board meetings
- Resolutions
- Marketing Material
- Incorporation Documents
- Memorandum and Articles of Association
- Share Register
- Register of list of directors
- Minutes of General Meetings
- Service contracts with all service providers
- Maintenance contracts

### 5.2.2 Movable and Immovable Property

- Asset Registers
- Maintenance

### 5.2.3 Human Resources

- Employment contracts
- Disciplinary / Performance records
- Employee personal details
- Curriculum vitae
- Organisation Structure
- Recruitment and appointment documentation
- Employment policy
- Training and development plan

- Training manuals
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE records
- Job descriptions

### 5.2.4 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors report
- Tax Returns
- Other documents relating to taxation
- Banking details
- Bank Statements
- Guarantees and securities
- VAT returns
- Insurance records
- Investment records

### 5.2.5 Information Technology

Agreements relating to computer systems and programs

### 5.2.6 Risk Management

- Occupational health and safety records
- Incident reports relating to security and safety

### 5.2.7 Procurement

- Procurement policy
- Tender Submissions

### 5.2.8 Communication

Internal and external correspondence

### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Precision Grinders (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

### 8. FEES IN RESPECT OF PRIVATE BODIES

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

R

(a)		very photocopy of an A4-size page or nereof	1,10
(b)	part th	very printed copy of an A4-size page or nereof held on a computer or in electronic	E V contractor
	or ma	chine-readable form	0,75
(c)	For a	copy in a computer-readable form on -	
	(i)	stiffy disc	7,50
	(ii)	compact disc	70,00
(d)	(i)	For a transcription of visual images,	3000 <b>*</b> 3000
		for an A4-size page or part thereof	40,00
	(ii)	For a copy of visual images	60,00
(e)	(i)	For a transcription of an audio record,	
		for an A4-size page or part thereof	20,00
	(ii)	For a copy of an audio record	30,00

- 3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

				R	
(1)	(a)	For ev	very photocopy of an A4-size page or	*	
		part th	nereof	1,10	
	(b)	For ev	very printed copy of an A4-size page or		
		part th	nereof held on computer or in electronic		
		or ma	chine-readable form	0,75	
	(c)	For a	copy in a computer-readable form on -		
		(i)	stiffy disc	7,50	
		(ii)	compact disc	70,00	
	(d)	(i)	For a transcription of visual images,		
	127		for an A4-size page or part thereof	40,00	
		(ii)	For a copy of visual images	60,00	
	(e)	(i)	For a transcription of an audio record,	15 (653	
			for an A4-size page or part thereof	20,00	
		(ii)	For a copy of an audio record	30,00	
	(f)	To search for and prepare the record for disclosure, R30,00 for each			
			or part of an hour reasonably required for s ration.	uch a search and	

- (2) For purposes of section 54(2) of the Act, the following applies:
  - (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

### 9. PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

### [Regulation 10]

### A. Particulars of private body

The Head: Precision Grinders (Pty) Ltd

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

(a) The particulars of the person who requests access to the record must be given below.

(b) The address and/or fax number in the Republic to which the information

is to be sent must be given.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname:

Identity number:

### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- 1. Description of record or relevant part of the record:
- 2. Reference number, if available:
- 3. Any further particulars of record:

### E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

### F. Form of access to record

of acc	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.						
Disab	ility:	ři.	Form in which	record is re	quired:		
Mark NOTI	the appropriate box wi	ith an X		* %.	# 82 827		
(a)	Compliance with your request in the specified form may depend on the form with the record is available.						
<i>(b)</i>	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)							
1. If the record is in written or printed form:							
	copy of record*	inspect	ion of record				
	If record consists of includes photographs, tches, etc.):	of visual images slides, video reco	rdings, computer-	generated in	nages,		
٠,	view the images copy of the images* transcription of the images*				of		
3.	<ol> <li>If record consists of recorded words or information which can be reproduced in sound:</li> </ol>						
4.	listen to the sound- track (audio cassette)		iption of soundtra				
4. If record is held on computer or in an electronic or machine-readab				adable			
printed copy of record* printed copy of information derived from the record* copy in compute readable form (stiffy or compute disk)					m*		
'	If you requested a copy wish the copy or transc Postage is payable.			e), do you	YES	NO	

### G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

Indicate which right is to be exercised or protected:

 Explain why the record requested is required for the exercise or protection of the aforementioned right.

### H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.					
How would you preferecord?	r to be informed of th	ne decision regarding	our request for access to the		
Signed at	this	day of	03		
10		9	54		

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

# PROCURECO (PTY) LTD Registration Number: 1983/001622/07

TA	ABLE OF CONTENTS	Page
Int	roduction	2
Pa	rticulars in Terms of Section 51	2
1.	Contact details	2
2.	The Guide as described in Section 10	2-3
3.	Categories of records, which are available without having to request access	
	in terms of the Act in terms of Section 52 (2)	3
4.	Records available in terms of any other legislation	3
5.		3-5
	5.1 How to request a record	3-4
	5.2 Categories of records held by Procureco (Pty) Ltd	4-5
	5.2.1 Operational Records	4
	5.2.2 Movable and Immovable Property	4
	5.2.3 Human Resources	5
	5.2.4 Financial Records	5
	5.2.5 Intellectual Property	5
	5.2.6 Information Technology	5
	5.2.7 Risk Management	5
	5.2.8 Procurement	5
6.	Other information as may be prescribed	5
7.		6
8.	Fees in respect of private bodies	6
9.	Prescribed request form	7-9
	A. Particulars of private body	7
	B. Particulars of person requesting access to the record	7
	C. Particulars of person on whose behalf request is made	7
	D. Particulars of person requesting access to the record	7
	E. Fees	8
	F. Form of access to record	8-9
	G. Particulars of right to be exercised or protected	9
	H. Notice of decision regarding request for access	9

### 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

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.

Procureco (Pty) Ltd is a private body carrying on business as the importers, exporters and manufacturers of tapes, adhesives and abrasives. As such, the details required in order for a requester of information to obtain or apply for information which Procureco (Pty) Ltd holds, is contained hereunder:

### **PARTICULARS IN TERMS OF SECTION 51**

### 1. CONTACT DETAILS [Section 51(1)(a)]

The directors of Procureco (Pty) Ltd have duly authorised Mr. CL Maasburg to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Procureco (Pty) Ltd

Head of Body: Mr. CL Maasburg

Postal address: PO Box 1334

SILVERTON

0127

Street address: 9 Reedbuck Crescent

> Corporate Park **MIDRAND**

Telephone: +27 11 314 0130

Facsimile: +27 11 314 2428

E-mail: craig@procureco.co.za

Information Officer: Mr. CL Maasburg

Contact details of Information Officer: E-mail: craig@procureco.co.za (a)

Phone: +27 11 314 0130 (b) Fax: +27 11 314 2428

(c)

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

TO AND THE PROPERTY OF THE

### The South African Human Rights Commission:

### PAIA Unit

The Research and Documentation Department

Postal address:

Private Bag 2700

HOUGHTON

204

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF PROCURECO (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Procureco (Pty) Ltd to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Procureco (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- EMPLOYMENT EQUITY ACT 55 OF 1998
- COPYRIGHT ACT 98 OF 1978
- OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- CURRENCY AND EXCHANGES ACT 9 OF 1933
- SHORT TERM INSURANCE ACT 53 OF 1998
- LONG TERM INSURANCE ACT 52 OF 1998
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY PROCURECO (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

### 5.2 Categories of records held by Procureco (Pty) Ltd

### 5.2.1 Operational Information

- Internal phone lists
- Client Information
- Company Policies
- Minutes of Board meetings
- Resolutions
- Marketing Material
- Contracts with clients and suppliers
- Memorandum and Articles of Association
- Share Register
- Shareholders agreements
  - Register of list of directors
- Minutes of general meetings
- Price lists
- Service contracts with all service providers
- Maintenance contracts
- Concession Agreements

### 5.2.2 Movable and Immovable Property

- Asset Registers
- Agreements of lease with tenants and concessionaires
- Maintenance

### 5.2.3 Human Resources

- Employment contracts
- Disciplinary / Performance records
- Employee personal details
- Curriculum vitae
- Organisation Structure
- Recruitment and appointment documentation
- Employment policy
- Training and development plan
- Training manuals
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE records
- Job descriptions

### 5.2.4 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax Returns
- Other documents relating to taxation
- Banking details
- Bank Statements
- Guarantees and securities
- Financial commitments
- VAT returns
- Insurance records
- Investment Records

### 5.2.5 Intellectual Property

Consents, approvals and authorisation certificates

### 5.2.6 Information Technology

Agreements relating to computer systems and programs

### 5.2.7 Risk Management

- Occupational health and safety records
- Incident reports relating to security and safety

### 5.2.8 Procurement

- Procurement policy
  - Tender Submissions

### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Procureco (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

### 8. FEES IN RESPECT OF PRIVATE BODIES

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

2	The fees for	r reproduction	referred to in	regulation 11(1	) are as follows:
4.	I HC ICCS IC	I lopioduction	i i cici i ca to iii	i ceammon i i i	Tare as rono ms.

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

100				R
(1)	(a)		very photocopy of an A4-size page or nereof	1,10
	(b)		very printed copy of an A4-size page or hereof held on computer or in electronic	
		or ma	chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	
		(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	
	• •		for an A4-size page or part thereof	40,00
		(ii)	For a copy of visual images	60,00
	(e)	(i)	For a transcription of an audio record,	
		1,7	for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
15	(f)		arch for and prepare the record for disclosu	ire, R30,00 for each

(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such a search and preparation.

- (2) For purposes of section 54(2) of the Act, the following applies:
  - (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

### 9. PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

### [Regulation 10]

### A. Particulars of private body

The Head: Procureco (Pty) Ltd

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

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname:

Identity number:

### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- Description of record or relevant part of the record:
- 2. Reference number, if available:
- Any further particulars of record:

# E. Fees (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid. (b) You will be notified of the amount required to be paid as the request fee. (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

### F. Form of access to record

which form the record is required.						
Disab	pility:	Form in which i	Form in which record is required:			
Mark the appropriate box with an X NOTES:						
(a) Compliance with your request in the specified form may depend on the form with 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.						
١.	If the record is in writt	en or printed form:	r printed form:			
	copy of record*	inspection of record	B 6			
2.	If record consists of vis includes photographs, slide ches, etc.):	sual images s, video recordings, computer-go	enerated images,			
	view the images	copy of the images*	transcription of the images*			
		copy of the images*	the images*			

printed copy of record*	printed copy of information derived from the record*	copy in compute readable form* (stiffy or compact disk)
	or transcription of a record (above), do y iption to be posted to you?	

### G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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

### H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

record?		3.	-	en d'ann	
				(8 ±0)	1
Signed at	*	this	day of	 16	03

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

## SCHUTZ AND COMPANY

TA	ABLE OF CONTENTS	Page
Int	roduction	· ·
Pa	rticulars in Terms of Section 51	2
1.	Contact details	
2.	Contact details	2
3.		2-3
э.	and gories of the orange with the available without having to request access	EC CONSTRUCTOR
4	in terms of the Act in terms of Section 52 (2)	3
4.	Records available in terms of any other legislation	3
5.	How to request a record - a description of the subjects of the records	3-4
	5.1 How to request a record	3-4
	5.2 Categories of records held by Schutz and Company	4
	5.2.1 Operational records	4
	5.2.2 Movable and Immovable Property	4
	5.2.3 Human Resources	4
	5.2.4 Financial Records	. 4
	5.2.5 Communication	4
1121	5.2.6 Information Technology	. 4
6.	Other information as may be prescribed	5
7.	Availability of the Manual	5.
8.	Fees in respect of private bodies	5-6
9.	Prescribed request form	6-8
	A. Particulars of private body	6
	B. Particulars of person requesting access to the record	. 6
	C. Particulars of person on whose behalf request is made	6
	D. Particulars of person requesting access to the record	6
	E. Fees	7
	F. Form of access to record	7-8
	G. Particulars of right to be exercised or protected	8
	H. Notice of decision regarding request for access	R

### 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

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.

Schutz and Company is a private body carrying on business as auditors, accountants and tax consultants. As such, the details required in order for a requester of information to obtain or apply for information which Schutz and Company holds, is contained hereunder:

### PARTICULARS IN TERMS OF SECTION 51

### CONTACT DETAILS [Section 51(1)(a)] 1.

The head of Schutz and Company has duly authorised Mrs. C Schutz to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body:

Schutz and Company

Head of Body:

Mrs. C Schutz

Postal address:

PO Box 73271

LYNNWOOD RIDGE

0040

Street address:

217 Aries Street

WATERKLOOF RIDGE

0181

Telephone:

+27 12 346 0455

Facsimile:

+27 12 346 0048

E-mail:

schutco@icon.co.za

Information Officer:

Mrs. C Schutz

Contact details of Information Officer:

E-mail:

schutzco@icon.co.za

Phone: (b) Fax:

+27 12 346 0455

(c)

(a)

+27 12 346 0048

### THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

Astronomics

### The South African Human Rights Commission:

# PAIA Unit The Research and Documentation Department

Postal address:

Private Bag 2700

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF SCHUTZ AND COMPANY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Schutz and Company to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Schutz and Company keeps information in accordance with the following legislation:

- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- PUBLIC AUDITORS AND ACCOUNTANTS ACT 80 OF 1991
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY SCHUTZ AND COMPANY AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.
    - The requester must provide sufficient detail on the request form to enable the
      head of the private body to identify the record and the requester. The requester
      should also indicate if he or she wishes to be informed in any other manner and
      state the necessary particulars to be so informed.
  - The 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.

-LEWING

- 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

### 5.2 Categories of records held by Schutz and Company

### 5.2.1 Operational Information

- Client Information
- Company Policies
- Contracts with Suppliers
- Proprietors Information
- Service contracts with service providers
  - Maintenance Contracts
  - Licences

### 5.2.2 Movable and Immovable Property

- Asset Registers
- Lease / Instalment Agreements
- Maintenance

### 5.2.3 Human Resources

Training Manuals

### 5.2.4 Financial Records

- Accounting Record Books and documentation
- Annual Financial Statements and Working papers
- Tax returns
- Other documents relating to Income Tax
- Banking Details
- Bank Statements
- Insurance Records

### 5.2.5 Communication

Internal and external correspondence

### 5.2.6 Information Technology

Agreements relating to computer systems & programs

### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Schutz and Company (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

### 8. FEES IN RESPECT OF PRIVATE BODIES

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

	£ 5		R
(a)		very photocopy of an A4-size page or hereof	1,10
(b)		very printed copy of an A4-size page or nereof held on a computer or in electronic	
	or ma	chine-readable form	0,75
(c)	For a	copy in a computer-readable form on -	
	(i)	stiffy disc	7,50
	(ii)	compact disc	70,00
(d)	(i)	For a transcription of visual images,	
12 EX		for an A4-size page or part thereof	40,00
	(ii)	For a copy of visual images	60,00
(e)	(i)	For a transcription of an audio record,	
		for an A4-size page or part thereof	20,00
	(ii)	For a copy of an audio record	30,00

- 3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

			K	
(a)		가는 수 있다는 경기에서 그리 수 있다. 나는 그를 가는 것이 없는 것이 없다면 하는데 없다.	1,10	15
(b)				
	or ma	chine-readable form	0,75	
(c)	For a	copy in a computer-readable form on -		
3.53	(i)	stiffy disc	7,50	
		compact disc	70,00	
(d)		For a transcription of visual images,		
	.,	for an A4-size page or part thereof	40,00	
	(ii)	For a copy of visual images	60,00	
(e)		For a transcription of an audio record,		
	365	for an A4-size page or part thereof	20,00	
	(ii)		30,00	382
(f)	To sea	arch for and prepare the record for disclosu	re, R30,00 for e	
	(b) (c) (d) (e)	part the par	part thereof (b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form (c) For a copy in a computer-readable form on - (i) stiffy disc (ii) compact disc (d) (i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images (e) (i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record (f) To search for and prepare the record for disclosu	(a) For every photocopy of an A4-size page or part thereof 1,10  (b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form 0,75  (c) For a copy in a computer-readable form on -  (i) stiffy disc 7,50  (ii) compact disc 70,00  (d) (i) For a transcription of visual images, for an A4-size page or part thereof 40,00  (ii) For a copy of visual images 60,00  (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00  (ii) For a copy of an audio record 30,00

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

preparation.

- (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 by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

### PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

### [Regulation 10]

### A. Particulars of private body

The Head: Schutz and Company

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

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname:

Identity number:

### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- 1. Description of record or relevant part of the record:
- 2. Reference number, if available:
- 3. Any further particulars of record:

### E. Fees

(a)	A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has
	been paid.
<b>(b)</b>	You will be notified of the amount required to be paid as the request fee.
(c)	The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
(d)	If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

### F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required. Form in which record is required: Disability: Mark the appropriate box with an X NOTES: Compliance with your request in the specified form may depend on the form (a) with the record is available. 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. The fee payable for access to the record, if any, will be determined partly (c) by the form in which access is requested. If the record is in written or printed form: 1. copy of record\* inspection of record If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.): transcription of view the images copy of the images\* the images\* If record consists of recorded words or information which can be 3. reproduced in sound: listen to the soundtranscription of soundtrack \* track (audio cassette) (written or printed document)

	printed copy of record*	1 from the record	copy in computer readable form* (stiffy or compact disk)
•	*If you requested a copy or tra wish the copy or transcription Postage is payable.	nscription of a record (above), do y to be posted to you?	you YES NO

### G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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

### H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to	to be informed of th	e decision rega	rding your reque	est for access to the
record?		3.5 3.5 485		
Signed at	this	day of		03

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

# SCHUTZ AND COMPANY FINANCIAL SERVICES CC Registration Number: CK 89/22353/23

	to the second of	***
TA	ABLE OF CONTENTS	Page
Int	roduction	2
		27 50
Pa	rticulars in Terms of Section 51	. 2
15000		ra Roje i
1.	Contact details.	2
2.	The Guide as described in Section 10.	2-3
3.	Categories of records, which are available without having to request access	
٠.	in terms of the Act in terms of Section 52 (2)	3
4.	Records available in terms of any other legislation	3
5.	How to request a record - a description of the subjects of the records	3-5
٠.	5.1 How to request a record	3-4
	5.2 Categories of records held by Schutz and Company Financial Services	3.00 E
	5.2.1 Operational records	
	5.2.2 Fixed Assets.	4
	5.2.3 Human Resources	4
	5.2.4 Financial Records	4-5
	5.2.5 Communication	5
6.	Other information as may be prescribed	. 5
7.	Availability of the Manual	5
8.	Fees in respect of private bodies.	5-6
9.	Prescribed request form	6-8
	A. Particulars of private body	
	B. Particulars of person requesting access to the record	6
	C. Particulars of person on whose behalf request is made	6
	D. Particulars of person requesting access to the record	. 7
10	E. Fees.	7
	F. Form of access to record	7-8
	G. Particulars of right to be exercised or protected	
	W. W. C. L. C. L. C.	

#### 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.

Schutz and Company Financial Services CC is a private body carrying on business as accountants and financial advisors. As such, the details required in order for a requester of information to obtain or apply for information which Schutz and Company Financial Services CC holds, is contained hereunder:

#### **PARTICULARS IN TERMS OF SECTION 51**

#### CONTACT DETAILS [Section 51(1)(a)]

The members of Schutz and Company Financial Services CC have duly authorised Mrs. C Schutz to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Schutz and Company Financial Services CC

Head of Body: Mrs. C Schutz

Postal address: PO Box 73271

LYNNWOOD RIDGE

0040

Street address: 217 Aries Street

WATERKLOOF RIDGE

0181

Telephone: +27 12 346 0455

Facsimile: +27 12 346 0048

E-mail: schutco@icon.co.za

Information Officer: Mrs. C Schutz

Contact details of Information Officer: (a) E-mail: schutzco@icon.co.za

(b) Phone: +27 12 346 0455 (c) Fax: +27 12 346 0048

#### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

#### The South African Human Rights Commission:

#### PAIA Unit

#### The Research and Documentation Department

Postal address:

Private Bag 2700

er de la servició de la casa de la composició de

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF SCHUTZ AND COMPANY FINANCIAL SERVICES CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Schutz and Company Financial Services CC to the Minister and no such notice has therefore been published.

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Schutz and Company Financial Services CC keeps information in accordance with the following legislation:

- CLOSE CORPORATION ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY SCHUTZ AND COMPANY FINANCIAL SERVICES CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the
  head of the private body to identify the record and the requester. The requester
  should also indicate if he or she wishes to be informed in any other manner and
  state the necessary particulars to be so informed.
- The 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 private body.
  - The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
  - The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
  - If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

#### 5.2 Categories of records held by Schutz and Company Financial Services CC

#### 5.2.1 Operational Information

- Client Information
- Company Policies
- Administrative Matters
  - Training Material Information

#### 5.2.2 Fixed Assets

- Asset Registers
- Lease / Instalment Agreements
- Maintenance
- Licences

#### 5.2.3 Human Resources

- Payroll Records
- Leave, sick leave, maternity and special leave records
- UIF Records
- Training schedules and material
- Personnel Records
- Job Description
  - PAYE Records

#### 5.2.4 Financial Records

- Annual Financial Statements and Working papers
  - VAT Returns
- Income tax returns and assessments
  - All ledgers and records thereof

# - Bank Records Insurance Records

#### 5.2.5 Communication

Internal and external correspondence

#### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

#### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Schutz and Company Financial Services CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

#### 8. FEES IN RESPECT OF PRIVATE BODIES

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

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

- 3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

					10
(1)	(a)	For ev	very photocopy of an A4-size page or nereof		1,10
	(b)		very printed copy of an A4-size page or nereof held on computer or in electronic		
			chine-readable form		0,75
	(c)	For a	copy in a computer-readable form on -		14
	30.70	(i)	stiffy disc		7,50
		(ii)	compact disc		70,00
	(d)	(i)	For a transcription of visual images,		
		E 7.5	for an A4-size page or part thereof		40,00
		(ii)	For a copy of visual images	٠	60,00

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

#### 9. PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

#### [Regulation 10]

#### A. Particulars of private body

The Head: Schutz and Company Financial Services CC

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

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname:

Identity number:

#### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- 1. Description of record or relevant part of the record:
- 2. Reference number, if available:
- 3. Any further particulars of record:

#### E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

#### F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X NOTES:

- (a) Compliance with your request in the specified form may depend on the form with 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.

_	If the record is in writt	en or printed form:				
	copy of record*	inspection of reco	ord	e de non A TELLES	- 15.24	
	If record consists of vis s includes photographs, slides tches, etc.):	ual images s, video recordings, con	Street Street St.	ated imag	ges,	
	view the images	copy of the imag	es*	transc the im	ription ages*	of
3.	If record consists of recreptoduced in sound :	corded words or info	mation whic	h can be	·	60 18 59
	listen to the sound- track (audio cassette)	transcription of s (written or printe		an t	1 a 1 T	
4.	If record is held on corform:	nputer or in an electr	onic or mach	ine-reac	lable	E)
	printed copy of record*	printed copy of information deriv from the record*	500000	reada	in comp ble form or con	n*
- 4					27	
	*If you requested a copy or tr wish the copy or transcription Postage is payable.			you	YES	NO
- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	wish the copy or transcription	on to be posted to you?		you	YES	NO
G.	wish the copy or transcription Postage is payable.	be exercised or protecte, please continue on	cted  a separate fo		. 5	NO
G.	Postage is payable.  Particulars of right to  e provided space is inadeque	be exercised or protected, please continue on st sign all the addition to be exercised or protected.	a separate fo	olio and d	uttach	20
G.  If the it to 1. 2.	Postage is payable.  Particulars of right to  the provided space is inadequation this form. The requester mutual indicate which right is to Explain why the record	be exercised or protecte, please continue on st sign all the addition to be exercised or protected by the exercised or protected is required for the exercised of protected is required for the exercised or protected in the exerci	a separate for nal folios.	olio and d	uttach	20
G.  If the it to 1. 2.  H.	Postage is payable.  Particulars of right to  re provided space is inadeque this form. The requester mu  Indicate which right is t Explain why the record aforementioned right.	be exercised or protected, please continue on ast sign all the addition to be exercised or protected is required for according request for according reque	a separate for all folios.  The exercise seess  Sees been approper of the man	e or prot	ection o	20
G.  If the it to 1. 2.  H.  You If you pro	Particulars of right to  Particulars of right	be exercised or protecte, please continue on ast sign all the addition to be exercised or protected is required for according request for according reques	a separate for all folios.  Total:  To	e or prot	ection o	of the

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

## MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

# SUNNY WAY BOP (PTY) LTD Registration Number: 91/0041

		W 1967
TA	ABLE OF CONTENTS	Page
Int	troduction	2
		2000
Pa	rticulars in Terms of Section 51	2
1.	Contact details	_
2.	Contact details	2
	The Guide as described in Section 10	2-3
3.	Categories of records, which are available without having to request access	
	in terms of the Act in terms of Section 52 (2)	3
4.	Records available in terms of any other legislation	3
5.	How to request a record - a description of the subjects of the records	3-5
	5.1 How to request a record	3-4
	5.2 Categories of records held by Sunny Way Bop (Pty) Ltd	4
	5.2.1 Operational Records	. 4
	5.2.2 Movable and Immovable Property	4
	5.2.3 Human Resources	4
	5.2.4 Financial Records	,5
	5.2.5 Information Technology	5
	5.2.6 Intellectual Property	5
1200	5.2.7 Communication	5
6.		. 5
7.	Availability of the Manual	5
8.	Fees in respect of private bodies	5-6
9.	Prescribed request form	6-8
	A. Particulars of private body	6
	B. Particulars of person requesting access to the record	6-7
	C. Particulars of person on whose behalf request is made	. 7
	D. Particulars of person requesting access to the record	7
	E. Fees	7
	F. Form of access to record	7-8
	G. Particulars of right to be exercised or protected	. 8
	H Notice of decision regarding request for access	Q.

#### 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.

Sunny Way Bop (Pty) Ltd is a private body carrying on business as manufacturers of pp net agricultural bags. As such, the details required in order for a requester of information to obtain or apply for information, which Sunny Way Bop (Pty) Ltd holds, is contained hereunder:

#### PARTICULARS IN TERMS OF SECTION 51

#### CONTACT DETAILS [Section 51(1)(a)]

The directors of Sunny Way Bop (Pty) Ltd have duly authorised Mrs Sue Yee to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Sunny Way Bop (Pty) Ltd

Head of Body: Mr. CS Lin

Postal address: PO Box 35914

MENLO PARK

0102

Street address: Factory 3, Stand 120/121

13th Street

Babelegi Industrial Estates

BABELEGI

Telephone: +27 12 719 6832

Facsimile: +27 12 719 6838

E-Mail: sunnyway@mweb.co.za

Information Officer: Mrs Sue Yee

Contact details of Information Officer: (a) Phone: +27 12 719 6832

(b) Fax: +27 12 719 6838 (c) E-Mail: sunnyway@mweb.co.za

#### THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

ALCOHOLD LEVEL SELECTION

1.77

#### The South African Human Rights Commission:

#### **PAIA Unit**

The Research and Documentation Department

Postal address:

Private Bag 2700

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27.11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF SUNNY WAY BOP (PTY) LTD, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

A Section

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 notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Sunny Way Bop (Pty) Ltd to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Sunny Way Bop (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995 (As Amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY SUNNY WAY BOP (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.
    - The requester must provide sufficient detail on the request form to enable the
      head of the private body to identify the record and the requester. The requester
      should also indicate if he or she wishes to be informed in any other manner and
      state the necessary particulars to be so informed.

- The 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

#### 5.2 Categories of records held by Sunny Way Bop (Pty) Ltd

#### 5.2.1 Operational Information

- Client information
- Minutes of Board meetings
- Resolutions
- Marketing material
- Memorandum and Articles of Association
- Share Register
- Register of list of directors
- Minutes of General Meetings
- Price lists
- Service contracts with all service providers
- Maintenance contracts

#### 5.2.2 Movable and Immovable Property

- Asset Registers
- Mortgage bonds, liens, notarial bonds and other securities
- Maintenance

#### 5.2.3 Human Resources

- Employment contracts
- Disciplinary / Performance records
- Employee personal details
- Curriculum Vitae
- Recruitment and appointment documentation
- Training and development plan
- Minutes of meetings with unions
- Personnel files
- Leave, sick leave, maternity leave and special leave records
- PAYE records

#### 5.2.4 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors report
- Tax Returns
- Other documents relating to taxation
- Banking details
- Bank Statements
- Guarantees and securities
- Financial commitments
- VAT returns
- Insurance records
- Investment records

#### 5.2.5 Information Technology

Agreements relating to computer systems and programs

#### 5.2.6 Intellectual Property

Patent fee

#### 5.2.7 Communication

Internal and external correspondence

#### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

#### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Sunny Way Bop (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

#### 8. FEES IN RESPECT OF PRIVATE BODIES

(e)

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

		1
		1,10
100000000000000000000000000000000000000		1,10
		20
or ma	chine-readable form	0,75
For a	copy in a computer-readable form on -	8
(i)	stiffy disc	7,50
(ii)	compact disc	70,00
(i)	For a transcription of visual images,	**
£1	for an A4-size page or part thereof	40,00
(ii)	For a copy of visual images	60,00
	part to For every part to or ma For a (i) (ii)	(ii) compact disc (i) For a transcription of visual images, for an A4-size page or part thereof

For a transcription of an audio record,

	for an A4-size page or part thereof	20,00
(ii)	For a copy of an audio record	30,00

- The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

(1)	(a)	For every photocopy of an A4-size page or part thereof
	35	
	(b)	For every printed copy of an A4-size page or
		part thereof held on computer or in electronic
		or machine-readable form 0,75
	(c)	For a copy in a computer-readable form on -
	(-)	(i) stiffy disc 7,50
		(ii) compact disc 70,00
	(d)	(i) For a transcription of visual images,
	(-)	for an A4-size page or part thereof 40,00
		(ii) For a copy of visual images 60,00
	(e)	(i) For a transcription of an audio record,
	(0)	for an A4-size page or part thereof 20,00
		(ii) For a copy of an audio record 30,00
	(f)	To search for and prepare the record for disclosure, R30,00 for each
	(-)	hour or part of an hour reasonably required for such a search and
		preparation.

- (2) For purposes of section 54(2) of the Act, the following applies:
  - (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

#### PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

#### [Regulation 10]

#### A. Particulars of private body

The Head: Sunny Way Bop (Pty) Ltd

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

(a) The particulars of the person who requests access to the record must be given below.

(b) The address and/or fax number in the Republic to which the information

is to be sent must be given.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

E-mail address:

Telephone number:

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

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

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

Full names and surname: Identity number:

#### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- Description of record or relevant part of the record:
- Reference number, if available:
- Any further particulars of record:

#### E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

#### F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X NOTES:

- (a) Compliance with your request in the specified form may depend on the form with 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.

1.4

	copy of record*	inspection of record	
his	If record consists of vis includes photographs, slides tches, etc.):	ual images s, video recordings, computer-ger	erated images,
2.	view the images	copy of the images*	transcription of the images*
	If record consists of recreproduced in sound:	corded words or information w	hich can be
	listen to the sound- track (audio cassette)	transcription of soundtrack (written or printed docume	*
	If record is held on conform:	mputer or in an electronic or m	achine-readable
8	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disk)
	*If you requested a copy or t	ranscription of a record (above),	do you YES NO
1000	wish the copy or transcripti Postage is payable.	e de la compania del compania de la compania del compania de la compania del compania de la compania de la compania de la compania del compania de la compania de la compania de la compania de la compania del compania	do you YES NO
G.	Particulars of right to	be exercised or protected  ate, please continue on a separa	te folio and attach
G.  If the test to	Particulars of right to this form. The requester m	on to be posted to you?  be exercised or protected	te folio and attach
G.  If the state of the state o	Postage is payable.  Particulars of right to the provided space is inadequate this form. The requester m  Indicate which right is Explain why the record aforementioned right.	be exercised or protected  ate, please continue on a separa ust sign all the additional folios.	te folio and attach
G.  If the it to 1. 2.  H.	Particulars of right to the provided space is inadequate this form. The requester m  Indicate which right is Explain why the record aforementioned right.  Notice of decision requester with the provided space is inadequate this form. The requester m.  Indicate which right is Explain why the record aforementioned right.	be exercised or protected  ate, please continue on a separa ust sign all the additional folios.  to be exercised or protected: d requested is required for the exe	te folio and attach ercise or protection of the oproved / denied.
G.  If the state of the state o	Particulars of right to the provided space is inadequate this form. The requester multiple Indicate which right is Explain why the record aforementioned right.  Notice of decision requester with the provided space is inadequate the notified in writing the provide the necessary particular to the necessary particular t	be exercised or protected  ate, please continue on a separa ust sign all the additional folios.  to be exercised or protected: d requested is required for the exe garding request for access  whether your request has been ap	te folio and attach ercise or protection of the eproved / denied. e manner and ur request.

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

# TRAINING INSTITUTE FOR BEAUTY AND COMPLEMENTARY HEALTH TECHNOLOGY CC Registration Number: CK 98/54594/23

TA	ABLE OF CONTENTS	Page
In	troduction	
		. 2
Pa	rticulars in Terms of Section 51	9233
	Totals in Terms of Section 51	2
1.	Contact details	(20)
2.	The Guide as described in Section 10	2
3.	Catagories of records which was 11 11	2-3
٠.	Categories of records, which are available without having to request access	
4.	in terms of the Act in terms of Section 52 (2)	3
5.	Records available in terms of any other legislation	3
Э.	How to request a record - a description of the subjects of the records	3-5
•	5.1 How to request a record	3-4
	5.2 Categories of records held by Training Institute	4-5
	5.2.1 Operational Records.	. 4
	5.2.2 Movable and Immovable Property	4
	5.2.3 Human Resources	4
	5.2.4 Financial Records	4-5
6.	Other information as may be prescribed	5
7.	Availability of the Manual	5
8.	Fees in respect of private bodies	5-6
9.	Prescribed request form	6-8
3	A. Particulars of private body	. 6
	B. Particulars of person requesting access to the record	6
	C. Particulars of person on whose behalf request is made	6
	D. Particulars of person requesting access to the record	7
	E. Fees	7
	F. Form of access to record	7-8
	G. Particulars of right to be exercised or protected	. 7-0
	H. Notice of decision regarding request for access.	

#### 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.

Training Institute for Beauty and Complementary Health Technology CC is a private body carrying on business as a beauty school. As such the details required in order for a requester of information to obtain or apply for information, which Training Institute for Beauty and Complementary Health Technology CC holds, is contained hereunder:

#### PARTICULARS IN TERMS OF SECTION 51

#### CONTACT DETAILS [Section 51(1)(a)]

The members of Training Institute for Beauty and Complementary Health Technology CC have duly authorised Mrs MJ de Kok to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body:

Training Institute for Beauty and Complementary

Health Technology CC

Head of Body:

Mrs. MJ de Kok

Postal address:

PO Box 95484

WATERKLOOF

0145

Street address:

260 Waterkloof Avenue

BROOKLYN

0181

(a)

Telephone:

+27 12 460 2360

Facsimile:

+27 12 460 2360

Information Officer:

Mrs. MJ de Kok

Contact details of Information Officer:

Phone:

+27 12 460 2360

(b) Fax:

+27 12 460 2360

#### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

#### The South African Human Rights Commission:

**PAIA Unit** 

The Research and Documentation Department

Postal address:

Private Bag 2700

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF TRAINING INSTITUTE FOR BEAUTY AND COMPLEMANTARY HEALTH TECHNOLOGY CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Training Institute for Beauty and Complementary Health Technology CC to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Training Institute for Beauty and Complementary Health Technology CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- EMPLOYMENT EQUITY ACT 55 OF 1998
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY TRAINING INSTITUTE FOR BEAUTY AND COMPLEMANTARY HEALTH TECHNOLOGY CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the
  head of the private body to identify the record and the requester. The requester
  should also indicate if he or she wishes to be informed in any other manner and
  state the necessary particulars to be so informed.
- The 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

# 5.2 Categories of records held by Training Institute for Beauty and Complementary Health Technology CC

#### 5.2.1 Operational Information

- Client information
- Marketing Material
- Contracts with clients and suppliers
- Incorporation Documents
- Price lists

#### 5.2.2 Movable and Immovable Property

Asset Registers

#### 5.2.3 Human Resources

- Employment contracts
- Employee personal details
- Curriculum Vitae
- Employment equity plan
- Training and development plan
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE records

#### 5.2.4 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors

- Tax Returns
- Other documents relating to taxation
- Banking details
- Bank Statements
- VAT returns
- Insurance records
- Investment records

#### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

#### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Training Institute for Beauty and Complementary Health Technology CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

#### 8. FEES IN RESPECT OF PRIVATE BODIES

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

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

- 3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

				K	
(1)	(a)	For every pl	otocopy of an A4-size page or	** = *	8
		part thereof		1,10	
	(b)	For every pr	inted copy of an A4-size page or		
		part thereof	held on computer or in electronic	0.00	
×.		or machine-i	readable form	0,75	
20	(c)	For a copy in	a computer-readable form on -		
		(i) stif	fy disc	7,50	
		(ii) con	npact disc	70,00	
	(d)	(i) For	a transcription of visual images,	51	-
		for	an A4-size page or part thereof	40,00	
		(ii) For	a copy of visual images	60.00	

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

#### PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

#### [Regulation 10]

#### A. Particulars of private body

The Head: Training Institute for Beauty and Complementary Health Technology CC

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

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname:

Identity number:

#### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- 1. Description of record or relevant part of the record:
- Reference number, if available:
- Any further particulars of record:

#### E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

#### F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required. Disability: Form in which record is required: Mark the appropriate box with an X NOTES: (a) Compliance with your request in the specified form may depend on the form with the record is available. Access in the form requested may be refused in certain circumstances. In (b) 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 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\*

R	listen to the sound- track (audio cassette)	transcription of soundtra (written or printed docum	ck * nent)	
4.	If record is held on conform:	nputer or in an electronic or	machi	ne-readable
	printed copy of record*	printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disk)
1	wish the copy or transcription	anscription of a record (above on to be posted to you?	Y 2 5	ou YES NO

#### G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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

#### H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer	to be informed of th	e decision re	garding your re	equest for	r access to th
record?	200	0		: . X X .	
Signed at	this	day of	71 4 5.7.	7.1	03

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

# UNIT 12 ERF 3035 FAERIE GLEN PROPERTIES CC Registration Number: CK 94/23902/23

TA	ABLE OF CONTENTS	Y	]	Page	
Int	troduction	≅ ⊛		2	
		- 7	1	2 <del></del>	
Pa	rticulars in Terms of Section 51			2	
	27	4.7	10		
1.	Contact details			2	
2.	The Guide as described in Section 10		37	2-3	3
3.	Categories of records, which are available without having to request access			-	•
	in terms of the Act in terms of Section 52 (2)			3	
4.	Records available in terms of any other legislation			3	
5.	How to request a record - a description of the subjects of the records			3-4	1
	5.1 How to request a record		4	3-4	
	5.2 Categories of records held by Unit 12 Erf 3035 Faerie Glen Properties CC.			4	50
	5.2.1 Operational records			4	
	5.2.2 Movable and Immovable Property	10 100	3	4	
	5.2.3 Financial Records			4	
	5.2.4 Communication			. 4	
6.	Other information as may be prescribed			4	
7.	Availability of the Manual			5	
8.	Fees in respect of private bodies			5	
9.	Prescribed request form			6-8	3
	A. Particulars of private body			6	
	B. Particulars of person requesting access to the record			6	
	C. Particulars of person on whose behalf request is made			6	
	D. Particulars of person requesting access to the record			6	
	E. Fees			7	
	F. Form of access to record			7-8	3
	G. Particulars of right to be exercised or protected			8	
	H. Notice of decision regarding request for access		£1	9	

#### 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.

Unit 12 Erf 3035 Faerie Glen Properties CC is a private body whose principal business is investment in fixed property. As such, the details required in order for a requester of information to obtain or apply for information which Unit 12 Erf 3035 Faerie Glen Properties CC holds, is contained hereunder:

#### **PARTICULARS IN TERMS OF SECTION 51**

#### CONTACT DETAILS [Section 51(1)(a)]

The members of Unit 12 Erf 3035 Facric Glen Properties CC have duly authorised Mrs. C Schutz to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body:

Unit 12 Erf 3035 Faerie Glen Properties CC

Head of Body:

Mrs. C Schutz

Postal address:

PO Box 73271

LYNNWOOD RIDGE

0040

Street address:

217 Aries Street

WATERKLOOF RIDGE

0181

Telephone:

+27 12 346 0455

Facsimile:

+27 12 346 0048

E-Mail:

schutzco@icon.co.za

Information Officer:

Mrs. C Schutz

Contact details of Information Officer:

(a) Phone:

+27 12 346 0455

(b) Fax:

+27 12 346 0048

(c) E-Mail:

schutzco@icon.co.za

#### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

#### The South African Human Rights Commission:

#### **PAIA Unit**

The Research and Documentation Department

Postal address:

Private Bag 2700

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF UNIT 12 FAERIE GLEN PROPERTIES CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Unit 12 Erf 3035 Faerie Glen Properties CC to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Unit 12 Erf 3035 Faerie Glen Properties CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- INCOME TAX ACT 95 OF 1967
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY UNIT 12 ERF 3035 FAERIE GLEN PROPERTIES CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.
    - The requester must provide sufficient detail on the request form to enable the
      head of the private body to identify the record and the requester. The requester
      should also indicate if he or she wishes to be informed in any other manner and
      state the necessary particulars to be so informed.
    - The 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

#### 5.2 Categories of records held by Unit 12 Erf 3035 Faerie Glen Properties CC

#### 5.2.1 Operational Information

- Incorporation documents
- List of Members

#### 5.2.2 Movable and Immovable Property

- Asset Registers
- Agreements of lease with tenants and concessionaires
  - Mortgage bonds, liens, notarial bonds and other securities
- Maintenance

#### 5.2.3 Financial Records

- Accounting record books and documentation
- Annual Financial reports
- Details of auditors
- External auditors report
- Tax returns
- Other documents relating to taxation
- Banking details
  - Bank Statements
- Financial commitments
- VAT Returns
- Insurance records

#### 5.2.4 Communication

Internal and external correspondence

#### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

#### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Unit 12 Erf 3035 Faerie Glen Properties CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

#### 8. FEES IN RESPECT OF PRIVATE BODIES

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

		40 (40) 1,400 (40)		K
(a)		very photocopy of an A4-size page or nereof		1,10
(b)		very printed copy of an A4-size page or nereof held on a computer or in electronic	70	87
	or ma	chine-readable form		0,75
(c)	For a	copy in a computer-readable form on -		
	(i)	stiffy disc	8 200	7,50
	(ii)	compact disc		70,00
(d)	(i)	For a transcription of visual images,	(276	
	,	for an A4-size page or part thereof	£1	40,00
	(ii)	For a copy of visual images		60,00
(e)	(i)	For a transcription of an audio record,		#
		for an A4-size page or part thereof		20,00
	(ii)	For a copy of an audio record		30,00

- 3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

				R
(1)	(a)		very photocopy of an A4-size page or	2
100	.05	part ti	hereof	1,10
	(b)		very printed copy of an A4-size page or hereof held on computer or in electronic	
	#C #6	2.0	chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	
		(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	3 2
			for an A4-size page or part thereof	40,00
		(ii)	For a copy of visual images	60,00
	(e)	(i)	For a transcription of an audio record,	
			for an A4-size page or part thereof	20,00
	***	(ii)	For a copy of an audio record	30,00
	(f)	To se	arch for and prepare the record for disclosu	re, R30,00 for each

- hour or part of an hour reasonably required for such a search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
  - (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

#### 9. PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

#### [Regulation 10]

#### A. Particulars of private body

The Head: Unit 12 Erf 3035 Faerie Glen Properties CC

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

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname:

Identity number:

#### D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- Description of record or relevant part of the record:
- 2. Reference number, if available:
- Any further particulars of record:

# E. Fees (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid. (b) You will be notified of the amount required to be paid as the request fee. (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

#### F. Form of access to record

whi	ccess provided for in 1 to 4 ch form the record is requi	red.	your aisability a	nd indicate in		
Disability: Form in which record is required:						
Mai NO	rk the appropriate box with TES:	an X	#			
(a) (b) (c)	Compliance with your with the record is available. Access in the form required such a case you will be the fee payable for act by the form in which a	ilable. Juested may be rej e informed if acce ccess to the record	used in certain o ss will be grante , if any, will be o	circumstances. In		
1. If the record is in written or printed form:						
	copy of record* inspection of record					
	copy of record*	inspection	of record	<b>15</b>		
2. (Thi	copy of record*  If record consists of vs includes photographs, slict tches, etc.):	visual images		enerated images,		

	listen to the sound- track (audio cassette)	transcription of soundtrack (written or printed docume	c * ent)		
4.	If record is held on con form:	nputer or in an electronic or m	achine-rea	dable	- 1.
6	printed copy of record*	printed copy of information derived from the record*	read	in com able for fy or con	m*
3	*If you requested a copy or transcription  Postage is payable.	ranscription of a record (above), on to be posted to you?	do you	YES	NO

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.

- Indicate which right is to be exercised or protected:
- Explain why the record requested is required for the exercise or protection of the aforementioned right.
- H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer	to be informed of th	e decision re	garding your	request for access to the
record?			Sec. 25	F , F , F , F , F , 22.
Signed at	this	day of		03
	# <sup>1</sup>	2 2 40 6		* 14 - 14

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

# UNIT 96 FAERIE VIEW CC Registration Number: CK 96/38835/23

T	ABLE OF CONTENTS	_
		Page
In	troduction	2
		¥ <del>.55</del>
12	articulars in Terms of Section 51	2
1.	Contact details.	
2.	The Guide as described in Section 10	2
3.	Categories of records, which are smilethen the	2-3
-5.5	Categories of records, which are available without having to request access in terms of the Act in terms of Section 52 (2)	
4.	Records available in terms of any other legislation.	3
5.	How to request a record a description of the state of the	3
	and the records	3-4
	5.1 How to request a record.	3-4
	5.2 Categories of records held by Unit 96 Faerie View CC	4
	5.2.1 Operational records.	4
	5.2.2 Movable and Immovable Property.	4
	5.2.3 Financial Records	4
6.	5.2.4 Communication	4
7.	Other information as may be prescribed.	4
8.	Availability of the Manual	5
	rees in respect of private ponies	5
٠.	Prescribed request form	6-8
	Tromaid of private body	6
	The state of person requesting access to the record	6
	o. Latticulars of person on whose bendit realiest is made	6
	D. Fariculars of person requesting access to the record	6
	L. rees	7
	1. Form of access to record	7-8
	G. Furticulars of right to be exercised or protected	8
	H. Notice of decision regarding request for access	٥

#### 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.

Unit 96 Faerie View CC is a private body whose principal business is investment in fixed property. As such, the details required in order for a requester of information to obtain or apply for information which Unit 96 Faerie View CC holds, is contained hereunder:

#### **PARTICULARS IN TERMS OF SECTION 51**

#### 1. CONTACT DETAILS [Section 51(1)(a)]

The members of Unit 96 Faerie View CC have duly authorised Mrs. C Schutz to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body:

Unit 96 Faerie View CC

Head of Body:

Mrs. C Schutz

Postal address:

PO Box 73271

LYNNWOOD RIDGE

0040

Street address:

217 Aries Street

WATERKLOOF RIDGE

0181

Telephone:

+27 12 346 0455

Facsimile:

+27 12 346 0048

E-Mail:

schutzco@icon.co.za

Information Officer:

Mrs. C Schutz

Contact details of Information Officer:

(a) Phone:

+27 12 346 0455

(b) Fax:

+27 12 346 0048

(c) E-Mail:

schutzco@icon.co.za

#### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

#### The South African Human Rights Commission:

#### **PAIA Unit**

The Research and Documentation Department

Postal address:

Private Bag 2700

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF UNIT 96 FAERIE VIEW CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, Unit 96 Faerie View CC has given no such information to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Unit 96 Faerie View CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- INCOME TAX ACT 95 OF 1967
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY UNIT 96 FAERIE VIEW CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.
    - The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
    - The 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

#### 5.2 Categories of records held by Unit 96 Faerie View CC

#### 5.2.1 Operational Information

- Incorporation documents
- List of Members

#### 5.2.2 Movable and Immovable Property

- Asset Registers
- Agreements of lease with tenants and concessionaires
- Mortgage bonds, liens, notarial bonds and other securities
- Maintenance

#### 5.2.3 Financial Records

- Accounting record books and documentation
- Annual Financial reports
- Details of auditors
- External auditors report
- Tax returns
- Other documents relating to taxation
  - Banking details
- Bank Statements
- Financial commitments
- VAT Returns
- Insurance records

#### 5.2.4 Communication

Internal and external correspondence

#### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

#### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Unit 96 Faerie View CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

#### 8. FEES IN RESPECT OF PRIVATE BODIES

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

			R
(a)		very photocopy of an A4-size page or hereof	1,10
(b)		very printed copy of an A4-size page or hereof held on a computer or in electronic	2010 P 20100
	or ma	chine-readable form	0,75
(c)	For a	copy in a computer-readable form on -	
	(i)	stiffy disc	7,50
	(ii)	compact disc	70,00
(d)	(i)	For a transcription of visual images,	
		for an A4-size page or part thereof	40,00
	(ii)	For a copy of visual images	60,00
(e)	(i)	For a transcription of an audio record,	
- E		for an A4-size page or part thereof	20,00
	(ii)	For a copy of an audio record	30,00

- 3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	91			R
(1)	(a)		very photocopy of an A4-size page or hereof	1,10
	(b)		very printed copy of an A4-size page or	1,10
4			hereof held on computer or in electronic	
		or ma	chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	
		(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
100	(d)	(i)	For a transcription of visual images,	30300 40000
	W		for an A4-size page or part thereof	40,00
		(ii)	For a copy of visual images	60,00
	(e)	(i)	For a transcription of an audio record,	3.5500 <b>*</b> 500.000
			for an A4-size page or part thereof	20,00
**	50	(ii)	For a copy of an audio record	30,00
	(f)	To se	arch for and prepare the record for disclosur	e, R30,00 for each
	009.000	hour o	or part of an hour reasonably required for sucration.	

- (2) For purposes of section 54(2) of the Act, the following applies:
  - (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED REQUEST FORM

# REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

## [Regulation 10]

## A. Particulars of private body

The Head: Unit 96 Faerie View CC

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

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname:

Identity number:

## D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- Description of record or relevant part of the record:
- 2. Reference number, if available:
- 3. Any further particulars of record:

## E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
(b) You will be notified of the amount required to be paid as the request fee.
(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

## F. Form of access to record

Disa	bility:	Form in which i	record is required:
Mari NOT	k the appropriate box with	an X	
(a)	THE STATE OF THE S	request in the specified form may	depend on the form
<i>(b)</i>	Access in the form req	uested may be refused in certain o	circumstances. In
(c)	The fee payable for ac	e informed if access will be grante cess to the record , if any , will be	ed in another form.
17	by the form in which a	ccess is requested.	acie minea partiy
1.	If the record is in wr	itten or printed form :	· · · · · · · · · · · · · · · · · · ·
	copy of record*	inspection of record	, N
2. (This	If record consists of sincludes photographs, slitches, etc.):	visual images des, video recordings, computer-	generated images,
		copy of the images*	transcription o

4.	If record is held on con form:	nputer or in an electronic or ma	chine-readable
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disk)
,	*If you requested a copy or tr	ranscription of a record (above),	do you YES NO

## G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

- 1. Indicate which right is to be exercised or protected:
- Explain why the record requested is required for the exercise or protection of the aforementioned right.
- H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

record:			4		0.3%
Signed at	this	day of	4	_	03

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

The State of the

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

## VITAMIN LABORTORIES CC Registration Number: CK 1998/052562/23

TA	ABLE OF CONTENTS	Page
Int	troduction	2
Pa	rticulars in Terms of Section 51	2
1.	Contact details	2
2.	The Guide as described in Section 10	2-3
3.	Categories of records, which are available without having to request access in terms of the Act in terms of Section 52 (2)	3
4.	Records available in terms of any other legislation	3
5.	How to request a record - a description of the subjects of the records	3-5 3-4
	5.2 Categories of records held by Vitamin Laboratories CC	4-5
	5.2.1 Operational Records	4
	5.2.2 Movable and Immovable Property	4
	5.2.3 Human Resources	4-5
	5.2.4 Financial Records	5
	5.2.5 Intellectual Property	5
	5.2.6 Information Technology	5
	5.2.7 Risk Management	5
	5.2.8 Communication	5.
6.	Other information as may be prescribed	5
7.	Availability of the Manual	5
8.	Fees in respect of private bodies	5-6
9.	Prescribed request form	6-9
	A. Particulars of private body	7
	B. Particulars of person requesting access to the record	7
	C. Particulars of person on whose behalf request is made	7
	D. Particulars of person requesting access to the record	7
	E. Fees.	7-8
	F. Form of access to record	. 8
	G. Particulars of right to be exercised or protected	9
	H Notice of decision regarding request for access	0

atti, pagis deemi a jaka aykir ili, kii sa suuru. Tarupusi, jo kir oo joondisko talisaat deli t

#### 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.

Vitamin Laboratories CC is a private body carrying on business as manufacturers of vitamins, slimming and neutro-ceutical products. As such, the details required in order for a requester of information to obtain or apply for information which Vitamin Laboratories CC holds, is contained hereunder:

## **PARTICULARS IN TERMS OF SECTION 51**

#### 1. CONTACT DETAILS [Section 51(1)(a)]

The members of Hatteras Investments CC have duly authorised Mr. RK Richmond to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Vitamin Laboratories CC

Head of Body: Mr. RK Richmond

Postal address: PO Box 2084

**NEWLANDS** 

0049

Street address: 6 Marconi Nook

Hennopspark x 15 CENTURION

Telephone: +27 12 653 8321

Facsimile: +27 12 653 4291

E-mail: roy@perc.co.za

Information Officer: Mr. RK Richmond

Contact details of Information Officer: (a) E-mail: roy@perc.co.za

(b) Phone: +27 12 653 8321 (c) Fax: +27 12 653 4291

## 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

#### The South African Human Rights Commission:

#### **PAIA** Unit

The Research and Documentation Department

Postal address: Privat

Private Bag 2700

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF VITAMIN LABORATORIES CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, Vitamin Laboratories CC has given no such information to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Vitamin Laboratories CC keeps information in accordance with the following legislation:

- CLOSE CORPORATION ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- CURRENCY AND EXCHANGES ACT 9 OF 1933
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY VITAMIN LABORATORIES CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body
      , or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.
    - The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester

should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

- The 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

## 5.2 Categories of records held by Vitamin Laboratories CC

#### 5.2.1 Operational Information

- Internal phone lists
- Client Information
- Company Policies
- Minutes of Board meetings
- Resolutions
- Marketing Material
- Contracts with clients and suppliers
- Incorporation Documents
- Members contribution
- List and details of members
- Minutes of executive meetings
- Minutes of general meetings
- Price lists
- Service contracts with all service providers
- Maintenance contracts

## 5.2.2 Movable and Immovable Property

- Asset Registers
- Maintenance

#### 5.2.3 Human Resources

- Employment contracts
- Disciplinary / Performance records
- Employee personal details
- Curriculum vitae
- Organisation Structure
- Recruitment and appointment documentation
- Employment policy

- Recognition agreements
- Personnel files
- Leave, sick leave, maternity and special leave records
  - PAYE records
- Job descriptions

## 5.2.4 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax Returns
- Other documents relating to taxation
- Banking details
  - Bank Statements
- Guarantees and securities
- Financial commitments
- VAT returns
- Insurance records

## 5.2.5 Intellectual Property

Licences

#### 5.2.6 Information Technology

Agreements relating to computer systems and programs

## 5.2.7 Risk Management

- Occupational health and safety records
- Incident reports relating to security and safety

#### 5.2.8 Communication

Internal and external correspondence

## 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

## 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Vitamin Laboratories CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

## 8. FEES IN RESPECT OF PRIVATE BODIES

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

 (a) For every photocopy of an A4-size page or part thereof

1,10

R

(b) For every printed copy of an A4-size page or

5

	or ma	ereof held on a computer or in electronic chine-readable form		0,75
(c)	For a	copy in a computer-readable form on -		7.50
007007070	(i)	stiffy disc		7,50
	(ii)	compact disc		70,00
(d)	(i)	For a transcription of visual images,		
(4)	(-)	for an A4-size page or part thereof	80	40,00
	(ii)	For a copy of visual images		60,00
			3.0	
(e)	(i)	For a transcription of an audio record,		
(-)	X20 %	for an A4-size page or part thereof		20,00
	(ii)	For a copy of an audio record		30,00

- The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

				A	
(1)	(a)	For every	ery photocopy of an A4-size page or	1,10	261
	(b)	For ev	ery printed copy of an A4-size page or	4	
	(-)	part th	ereof held on computer or in electronic	1	91
	E) 20	or mad	chine-readable form	0,75	
	(c)	For a	copy in a computer-readable form on -		96
	(0)	(i)	stiffy disc	7,50	
		(ii)	compact disc	70,00	
	(d)	(i)	For a transcription of visual images,		
	(4)	(1)	for an A4-size page or part thereof	40,00	
		(ii)	For a copy of visual images	60,00	
	(a)	(i)	For a transcription of an audio record,		
	(e)	(1)	for an A4-size page or part thereof	20,00	127
		(ii)	For a copy of an audio record	30,00	
	<b>(f)</b>	Tose	arch for and prepare the record for disclosu	re, R30,00 for ea	ach
	(f)	hour	or part of an hour reasonably required for s ration.	uch a search and	

- (2) For purposes of section 54(2) of the Act, the following applies:
   (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

## PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

## A. Particulars of private body

The Head: Vitamin Laboratories CC

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

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname:

Identity number:

## D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- Description of record or relevant part of the record :
- Reference number, if available:
- Any further particulars of record :

## E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

## F. Form of access to record

Disab	ility:	Form in which re	ecord is required:
1ark	the appropriate box with an	<b>X</b>	
IOTI	ES :		depend on the form
a)	Compliance with your re- with the record is availab	quest in the specified form may	иерени он те јогт
<i>b)</i>	Access in the form reques	sted may be refused in certain c	ircumstances. In
))	such a case you will be in	nformed if access will be grante	d in another form.
c)	The fee payable for acces	ss to the record, if any, will be	determined partly
1	by the form in which acc	ess is requested.	
ı	If the record is in writte	en or printed form :	
١.	Ti the record is in writer		
	0. 101 200	the second of th	WWW W G S
This	copy of record*  If record consists of vis s includes photographs, slide tches, etc.):	inspection of record  ual images es , video recordings , computer	generated images,
(This	If record consists of vis s includes photographs, slide tches, etc.):	cual images es, video recordings, computer copy of the images*	transcription of the images*
	If record consists of vis s includes photographs, slide tches, etc.):	ual images es, video recordings, computer	transcription of the images*
(This	If record consists of vis s includes photographs , slide tches , etc.) :  view the images  If record consists of record consist	corded words or information	transcription of the images*
(This	If record consists of vis s includes photographs , slide tches , etc.) :  view the images  If record consists of record consist	cual images es, video recordings, computer copy of the images*	transcription of the images* which can be
(This	If record consists of vis sincludes photographs, slide tches, etc.):  view the images  If record consists of receproduced in sound:  listen to the sound-track (audio cassette)	corded words or information	transcription of the images*  which can be  ck * nent)
This ske	If record consists of vis sincludes photographs, slide tches, etc.):  view the images  If record consists of rereproduced in sound:  listen to the sound-track (audio cassette)  If record is held on consists of consists of rereproduced in sound-track (audio cassette)	corded words or information  transcription of soundtract (written or printed documents)	transcription of the images*  which can be  ck * nent)

## G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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

## H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

be informed of th	e decision regarding your	request for access to th
this	day of	03
		be informed of the decision regarding your

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

# WEST RAND BOX (PTY) LTD Registration Number: 97/11676/07

TA	BLE OF CONTENTS	Page
Int	roduction	2
_	rticulars in Terms of Section 51	2 .
Pa		
	Contact details.	2
1.	The Guide as described in Section 10	2-3
2.	Categories of records, which are available without having to request access	23
3.	Categories of records, which are available without having to request access	. 3
0020	in terms of the Act in terms of Section 52 (2)	3
4.	Records available in terms of any other legislation	3-5
5.	How to request a record - a description of the subjects of the records	3-4
	5.1 How to request a record	4
	5.2 Categories of records held by West Rand Box (Pty) Ltd	4
	5.2.1 Operational Records	4
	5.2.2 Movable and Immovable Property	4
	5.2.3 Human Resources	4
	5.2.4 Financial Records	5
	5.2.5 Information Technology	
	5.2.6 Risk Management	
	5.2.7 Communication	5
6.	Other information as may be prescribed	5
7.	Availability of the Manual	5-6
8.	Fees in respect of private bodies	
9.	Prescribed request form	6-8
	A. Particulars of private body	6
	B. Particulars of person requesting access to the record	6
	C. Particulars of person on whose behalf request is made	7
	D. Particulars of person requesting access to the record	7
	E. Fees	7
	F. Form of access to record	7-8
	G. Particulars of right to be exercised or protected	8
	H. Notice of decision regarding request for access	8

#### 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.

West Rand Box (Pty) Ltd is a private body carrying on business as manufacturers of boxes. As such, the details required in order for a requester of information to obtain or apply for information, which West Rand Box (Pty) Ltd holds, is contained hereunder:

## **PARTICULARS IN TERMS OF SECTION 51**

## 1. CONTACT DETAILS [Section 51(1)(a)]

The directors of West Rand Box (Pty) Ltd have duly authorised Mr KA Voigt to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body:

West Rand Box (Pty) Ltd

Head of Body:

Mr. KA Voigt

Postal address:

PO Box 48602 HERCULES

0030

Street address:

584 Bonita Crescent

Kirkney Ext 5
ZANDFONTEIN

72

+27 12 372 1431

Facsimile:

Telephone:

+27 12 372 1430

E-Mail:

wrb1@lantic.net

Information Officer:

Mr. KA Voigt

Contact details of Information Officer:

Phone:

+27 12 372 1431

(a) (b)

Fax:

+27 12 372 1430

(c) E-Mail:

wrb1@lantic.net

## 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

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. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

## The South African Human Rights Commission:

#### **PAIA Unit**

#### The Research and Documentation Department

Postal address:

Private Bag 2700

HOUGHTON

2041

Telephone:

+27 11 484 8300

Facsimile:

+27 11 484 0582

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF WEST RAND BOX (PTY) LTD, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

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 notice in the Government Gazette. At the time of drafting this manual, no such information has been given by West Rand Box (Pty) Ltd to the Minister and no such notice has therefore been published.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

West Rand Box (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995 (As Amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY WEST RAND BOX (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]
  - 5.1 How to request a record [See pro forma request form in Section 9]
    - Section 53 prescribes that the requester must use the prescribed form to make the
      request for access to a record. This must be made to the head of the private body,
      or his duly authorised deputy. This request must be made to the address, fax
      number or electronic mail address of the body concerned.
    - The requester must provide sufficient detail on the request form to enable the
      head of the private body to identify the record and the requester. The requester
      should also indicate if he or she wishes to be informed in any other manner and
      state the necessary particulars to be so informed.

- The 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 private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

## 5.2 Categories of records held by West Rand Box (Pty) Ltd

## 5.2.1 Operational Information

- Client information
  - Minutes of Board meetings
- Resolutions
- Marketing material
- Contracts with clients and suppliers
- Memorandum and Articles of Association
- Share Register
- Register of list of directors
- Minutes of Executive meetings
- Minutes of General Meetings
- Price lists
- Service contracts with all service providers
- Maintenance contracts

## 5.2.2 Movable and Immovable Property

Asset Registers

#### 5.2.3 Human Resources

- Employment contracts
- Disciplinary / Performance records
- Employee personal details
- Curriculum Vitae
- Organisation structure
- Recruitment and appointment documentation
- Employment policy
- Training manuals
- Personnel files
- Leave, sick leave, maternity leave and special leave records
- PAYE records
- Job descriptions

## 5.2.4 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors report
- Tax Returns
- Other documents relating to taxation
- Banking details
- Bank Statements
- VAT returns
  - Insurance records

## 5.2.5 Information Technology

Agreements relating to computer systems and programs

#### 5.2.6 Risk Management

Incident reports relating to security and safety

#### 5.2.7 Communication

Internal and external correspondence

## 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

## 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of West Rand Box (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

## 8. FEES IN RESPECT OF PRIVATE BODIES

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

			-	K
(a)	For ev	very photocopy of an A4-size page or nereof		1,10
(b)		very printed copy of an A4-size page or nereof held on a computer or in electronic		
		chine-readable form	9(	0,75
(c)	For a	copy in a computer-readable form on -	-	**
	(i)	stiffy disc	+3.7	7,50
	(ii)	compact disc		70,00
(d)	(i)	For a transcription of visual images,	the sec	
(-) .	.,	for an A4-size page or part thereof		40,00
	(ii)	For a copy of visual images	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	60,00
(e)	(i)	For a transcription of an audio record,	0 g	8 8
• •	• • •	for an A4-size page or part thereof		20,00
	(ii)	For a copy of an audio record		30,00

- 3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

			N 4 4 2 2 4	R
(1)	(a)	For e	very photocopy of an A4-size page or	
		part t	hereof ·	1,10
	(b)	For e	very printed copy of an A4-size page or	393
		part th	hereof held on computer or in electronic	5
			chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	T.A.1.550
		(i)	stiffy disc	7,50
	9.0	(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	
	13 15	53.50	for an A4-size page or part thereof	40,00
		(ii)	For a copy of visual images	60,00
	(e)	(i)	For a transcription of an audio record,	
		3.5	for an A4-size page or part thereof	20,00
20		(ii)	For a copy of an audio record	30,00
	(f)	To sea	arch for and prepare the record for disclosi	
			or part of an hour reasonably required for s	

- hour or part of an hour reasonably required for such a search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
  - (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED REQUEST FORM

## REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

#### [Regulation 10]

#### A. Particulars of private body

The Head: West Rand Box (Pty) Ltd

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

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

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

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

Full names and surname: Identity number:

## D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.
- 1. Description of record or relevant part of the record:
- 2. Reference number, if available:
- Any further particulars of record:

#### E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

#### F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X NOTES:

- (a) Compliance with your request in the specified form may depend on the form with 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.

	copy of record*	inspection of record	4		
2. (Thi	If record consists of vis is includes photographs, slide etches, etc.):	sual images s, video recordings, computer-go	enerated in	nages,	E
	view the images	copy of the images*		nscription images*	
3.	If record consists of rec reproduced in sound:	corded words or information v	which can	be	
	listen to the sound- track (audio cassette)	transcription of soundtrack			
۱.	If record is held on con form:	nputer or in an electronic or m	nachine-re	adable	
)341	printed copy of record*	printed copy of information derived from the record*	read	y in com dable for ffy or con	m*
*	If you requested a copy or tra wish the copy or transcription Postage is payable.	anscription of a record (above), on to be posted to you?		YES	NO
	wish the copy or transcription  Postage is payable.	anscription of a record (above), on to be posted to you?			NO
G.	wish the copy or transcription Postage is payable.  Particulars of right to be exprovided space is inadequate	n to be posted to you?	do you	YES	NO
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SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

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