



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 12 February 2003
Februarie 2003

No. 24347

MANUALS

IN ACCORDANCE WITH

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

PART 2 OF 2



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

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

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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
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.

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

<i>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.</i>			
Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X</p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form with the record is available.</i></p> <p>(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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:						
	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 transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES	NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 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

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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
5.1 How to request a record.....	3-4
5.2 Categories of records held by Precision Grinders (Pty) Ltd.....	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 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.....	6
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
F. Form of access to record.....	8
G. Particulars of right to be exercised or protected.....	8
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 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 Kyossef 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 Kyossef 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

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

<i>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.</i>			
Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form with the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, Sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 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

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

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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
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. Availability of the Manual.....	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 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.

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:	(a) E-mail:	craig@procureco.co.za
	(b) Phone:	+27 11 314 0130
	(c) Fax:	+27 11 314 2428

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

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

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.*

1. If the record is in written or printed form:

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

2. If record consists of visual images

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

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

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

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

4. If record is held on computer or in an electronic or machine-readable form:			
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 transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 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

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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 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
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.....	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.

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

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:	(a)	E-mail: schutco@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
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.

- 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:

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

3. The 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 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
(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

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.*

1. If the record is in written or printed form:

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

2. If record consists of visual images

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

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

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

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

4. If record is held on computer or in an electronic or machine-readable form:				
	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 transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 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

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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
5.1 How to request a record.....	3-4
5.2 Categories of records held by Schutz and Company Financial Services.....	4-5
5.2.1 Operational records.....	4
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.....	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.....	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.

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**1. 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:	schutzco@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
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.

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

1. If the record is in written or printed form:				
	copy of record*		inspection of record	
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.) :				
	view the images		copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound :				
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:				
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 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**

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

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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
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
5.2.7 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.....	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.....	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.

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**1. 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 13 th 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

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 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)]

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

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

- (ii) for an A4-size page or part thereof 20,00
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 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 |
| (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: 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:

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.*

1. If the record is in written or printed form:				
	copy of record*		inspection of record	
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, Sketches, etc.):				
	view the images		copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:				
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:				
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 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

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

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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
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
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.....	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.

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**1. 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		
Telephone:	+27 12 460 2360		
Facsimile:	+27 12 460 2360		
Information Officer:	Mrs. MJ de Kok		
Contact details of Information Officer:	(a)	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 COMPLEMENTARY 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 COMPLEMENTARY 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 every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The 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 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
- (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: 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:
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.

1. If the record is in written or printed form:

copy of record*

inspection of record

2. If record consists of visual images

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

view the images

copy of the images*

transcription of
the images*

3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*		printed copy of information derived from the record*
			copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 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**

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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 Unit 12 Erf 3035 Faerie Glen Properties CC.	4
5.2.1 Operational records.....	4
5.2.2 Movable and Immovable Property.....	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
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.....	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.

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

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

The members of Unit 12 Erf 3035 Faerie 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 CLASSIFIED. [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

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

3. The 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 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
(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: 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.*

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.

1. If the record is in written or printed form:

copy of record*

inspection of record

2. If record consists of visual images

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

view the images

copy of the images*

transcription of the images*

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

	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		
			copy in computer readable form* (stiffy or compact disk)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 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 96 FAERIE VIEW CC **Registration Number: CK 96/38835/23**

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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 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
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
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.....	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.

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

3. The 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 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
(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: 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.*

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.

1. If the record is in written or printed form :

copy of record*

inspection of record

2. If record consists of visual images

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

view the images

copy of the images*

transcription of the images*

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

	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form :			
	printed copy of record*		printed copy of information derived from the record*
			copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above) , do you wish the copy or transcription to be posted to you ? Postage is payable.			YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record :

Signed at _____ this _____ day of _____ 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

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

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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
5.1 How to request a record.....	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.....	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.

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 Hennospark 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: 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

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 :

(a) For every photocopy of an A4-size page or part thereof	R 1,10
(b) For every printed copy of an A4-size page or	

- | | | |
|-----|---|-------|
| | part thereof held on a computer or in electronic or machine-readable form | 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 :
- | | | |
|-----|--|-------|
| | | R |
| (1) | (a) For every photocopy of an A4-size page or part thereof | 1,10 |
| | (b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form | 0,75 |
| | (c) For a copy in a computer-readable form on - | |
| | (i) stiffy disc | 7,50 |
| | (ii) compact disc | 70,00 |
| | (d) (i) For a transcription of visual images , for an A4-size page or part thereof | 40,00 |
| | (ii) For a copy of visual images | 60,00 |
| | (e) (i) For a transcription of an audio record , for an A4-size page or part thereof | 20,00 |
| | (ii) For a copy of an audio record | 30,00 |
| | (f) To search for and prepare the record for disclosure , R30,00 for each hour or part of an hour reasonably required for such 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 : 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.*

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

<i>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.</i>			
Disability:		Form in which record is required :	
<p>Mark the appropriate box with an X</p> <p>NOTES :</p> <p>(a) Compliance with your request in the specified form may depend on the form with the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
1. If the record is in written or printed form :			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound :			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form :			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record :

Signed at _____ this _____ day of _____ 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

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

TABLE OF CONTENTS

	Page
Introduction.....	2
Particulars 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
5.1 How to request a record.....	3-4
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
5.2.6 Risk Management.....	5
5.2.7 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.....	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
Telephone:	+27 12 372 1431
Facsimile:	+27 12 372 1430
E-Mail:	wrb1@lantic.net
Information Officer:	Mr. KA Voigt
Contact details of Information Officer:	(a) Phone: +27 12 372 1431 (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

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

3. The 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 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 |
| | (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: 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:
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.*

1. If the record is in written or printed form:				
	copy of record*		inspection of record	
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, Sketches, etc.):				
	view the images		copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:				
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:				
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 03

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001

Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510

Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504

Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737

Kaapstad-tak: Tel: (021) 465-7531