



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 19 February 2003
Februarie

No. 24494

MANUAL

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
TG Botha Attorney	24494	19-2-2003	3
Ridge Properties	24494	19-2-2003	6
Idema Hotel (Pty) Limited	24494	19-2-2003	9
Rustivia Industrial Estates (Pty) Limited	24494	19-2-2003	12
Central African Services (Pty) Limited, t/a Cars Transport	24494	19-2-2003	15
Confreight Containers (Transvaal) (Pty) Limited	24494	19-2-2003	19

TG BOTHA ATTORNEY**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS ACT, 2 OF 2002**

INDEX	PAGE
1. Introduction	1
2. Contact details	1
3. Guide in terms of Section 10 of the Act	2
4. Notice(s) in terms of Section 52(2) of the Act	2
5. Information / documents available in accordance with other legislation	2
6. Documents / information held by TGB in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from TGB as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Theunis Botha should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from TGB.

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

"the Act"	shall mean the Promotion of Access to information Act, 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all Annexures thereto as available at the offices of TGB from time to time;
"TGB"	shall mean TG Botha Attorney, structured as a firm which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	shall mean Theunis Botha, to whom requests for information of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: TG BOTHA ATTORNEY

Appointed Information Officer: Theunis Botha.
Address: 19 Washington Drive, Northcliff, Johannesburg, 2195.
Postal address: PO Box 44341, Linden, 2104.
Telephone: 0836100131
Fax: +27 11 6739379
E-mail: tgbotha@icon.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the SAHRC are as follows:

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

Telephone:	+27 11 484 8300
Fax:	+27 11 484 0582/1360
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

TGB keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list:

- Insolvency Act, No. 24 of 1935 (Sections 134 and 155)
- Pension Funds Act, No. 24 of 1956
- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Copyright Act, No. 98 of 1978
- Attorneys Act, No. 53 of 1979
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Medical Schemes Act, No. 131 of 1998

- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access there to in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY TGB IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

TGB holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of TGB
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- TGB Personnel Report
- Human Resources (personal information of past and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. Non of the information held by TGB is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published in terms of this Section.

8. AVAILABILITY OF TH MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of TGB, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of TGB.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

RIDGE PROPERTIES(PTY)LIMITED**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT, 2 OF 2002**

INDEX	PAGE
1. Introduction	1
2. Contact details	1
3. Guide in terms of Section 10 of the Act	2
4. Notice(s) in terms of Section 52(2) of the Act	2
5. Information / documents available in accordance with other legislation	2
6. Documents / information held by RIDGE in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from RIDGE as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalise, the latest version of the manual will be made public.

Any requestor is advised to contact Mr Smith should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from RIDGE.

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

"the Act"	shall mean the Promotion of Access to information Act, 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all Annexures thereto as available at the offices of RIDGE from time to time;
"RIDGE"	shall mean Ridge Properties (Pty) Limited, structured as an incorporated company which renders leasing services to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	shall mean Neil Smith , to which requests for information of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: Ridge Properties (Pty)Limited.

Information Officer: Mr Neil Smith.

Address 131 Ridge Road, Bartlett, Boksburg.
Postal address PO Box 26607 East Rand 1462
Telephone: +27 11 9180030
Fax: +27 11 9180037

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the SAHRC are as follows:

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

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

RIDGE keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access there to in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY RIDGE IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

RIDGE holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of RIDGE
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Human Resources (personal information of past and prospective employees and partners / directors)
- Insurance policies
-

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. Non of the information held by RIDGE is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published in terms of this Section.

8. AVAILABILITY OF TH MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of RIDGE , free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of RIDGE.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

IDEMA HOTEL (PTY) LIMITED**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT, 2 OF 2002**

INDEX	PAGE
1. Introduction	1
2. Contact details	1
3. Guide in terms of Section 10 of the Act	2
4. Notice(s) in terms of Section 52(2) of the Act	2
5. Information / documents available in accordance with other legislation	2
6. Documents / information held by IDEMA in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from IDEMA as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalise, the latest version of the manual will be made public.

Any requestor is advised to contact Mr Smith should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from IDEMA.

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

"the Act"	shall mean the Promotion of Access to information Act, 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all Annexures thereto as available at the offices of IDEMA from time to time;
"IDEMA"	shall mean Idema Hotel (Pty) Limited, structured as an incorporated company which renders catering services to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	shall mean Neil Smith, to which requests for information of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: Idema Hotel (Pty) Limited.

Information Officer: Mr Neil Smith.

Address 131 Ridge Road, Bartlett, Boksburg.
Postal address PO Box 26607 East Rand 1462.
Telephone: +27 11 9180030
Fax: +27 11 9180037

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the SAHRC are as follows:

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

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

IDEMA keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access there to in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY IDEMA IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

IDEMA holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of IDEMA
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Human Resources (personal information of past and prospective employees and partners / directors)
- Insurance policies
-

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. Non of the information held by IDEMA is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published in terms of this Section.

8. AVAILABILITY OF TH MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of IDEMA , free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of IDEMA.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

RUSTIVIA INDUSTRIAL ESTATES (PTY)LIMITED**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT, 2 OF 2002**

INDEX	PAGE
1. Introduction	1
2. Contact details	1
3. Guide in terms of Section 10 of the Act	2
4. Notice(s) in terms of Section 52(2) of the Act	2
5. Information / documents available in accordance with other legislation	2
6. Documents / information held by RST in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from RST as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalise, the latest version of the manual will be made public.

Any requestor is advised to contact Mr Smith should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from RST.

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

"the Act"	shall mean the Promotion of Access to information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all Annexures thereto as available at the offices of RST from time to time;
"RST"	shall mean Rustivia Industrial Estates (Pty) Limited, structured as an incorporated company which renders leasing services to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	shall mean Neil Smith, to which requests for information of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: Rustivia Industrial Estates (Pty) Limited.

Information Officer: Mr Neil Smith.

Address 131 Ridge Road, Bartlett, Boksburg.
Postal address PO Box 26607 East Rand 1462
Telephone: +27 11 9180030
Fax: +27 11 9180037

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the SAHRC are as follows:

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

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

RST keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access there to in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY RST IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

RST holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of RST
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Human Resources (personal information of past and prospective employees and partners / directors)
- Insurance policies
-

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by RST is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of RST, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of RST.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

**CENTRAL AFRICAN SERVICES (PTY)LIMITED t/a
CARS TRANSPORT**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT, 2 OF 2002**

INDEX	PAGE
1. Introduction	1
2. Contact details	1
3. Guide in terms of Section 10 of the Act	2
4. Notice(s) in terms of Section 52(2) of the Act	2
5. Information / documents available in accordance with other legislation	2
6. Documents / information held by CARS in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from CARS as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Mr Smith should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from CARS.

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

"the Act"	shall mean the Promotion of Access to information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all Annexures thereto as available at the offices of CARS from time to time;
"CARS"	shall mean Central African Road Services (Pty) Limited, structured as an incorporated company which renders transport services to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	shall mean Neil Smith, to which requests for information of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: Central African Road Services (Pty)Limited.

Information Officer: Mr Neil Smith.
Address 131 Ridge Road, Bartlett, Boksburg.
Postal address PO Box 26607 East Rand 1462
Telephone: +27 11 9160030
Fax: +27 11 9180036
E-mail info@carstransport.co.za
Website address: www.carstransport.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the SAHRC are as follows:

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

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

CARS keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Medical Schemes Act, No. 131 of 1998
- National Road Traffic Act, No. 93 of 1996
- Skills Development Levies Act, No. 9 of 1999

Unemployment Insurance Act, No. 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access there to in terms of the Act, as envisaged in Section 52.

6. **DOCUMENTS / INFORMATION HELD BY CARS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)**

CARS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of CARS
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- CARS Personnel Report
- Human Resources (personal information of past and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

The CARS website address is www.carstransport.co.za and it is accessible to anyone with access to the internet. It contains a profile on CARS, its contact particulars, services rendered and fields of expertise and its management staff.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. Non of the information held by CARS is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. **OTHER INFORMATION (Section 51(1)(f) of the Act)**

The Minister of Justice and Constitutional Development has to date not published in terms of this Section.

8. **AVAILABILITY OF TH MANUAL (Section 51(3) of the Act)**

- 8.1 This manual is available for inspection at the offices of CARS, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of CARS.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and CARS (www.carstransport.co.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website

(www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

CONFREIGHT CONTAINERS (TRANSSVAAL) (PTY) LIMITED**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT, 2 OF 2002**

INDEX	PAGE
1. Introduction	1
2. Contact details	1
3. Guide in terms of Section 10 of the Act	2
4. Notice(s) in terms of Section 52(2) of the Act	2
5. Information / documents available in accordance with other legislation	2
6. Documents / information held by CCT in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from CCT as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalise, the latest version of the manual will be made public.

Any requestor is advised to contact Mr Smith should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from CCT.

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

"the Act"	shall mean the Promotion of Access to information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all Annexures thereto as available at the offices of CCT from time to time;
"CCT"	shall mean Confreight Containers (Transvaal) (Pty) Limited, structured as an incorporated company which renders packing and unpacking services to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	shall mean Neil Smith, to which requests for information of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: Confreight Containers (Transvaal) (Pty) Limited.

Information Officer: Mr Neil Smith.
Address Repens & Whitworth Road, Heriotdale Ext 9
Postal address PO Box 26607 East Rand 1462.
Telephone: +27 11 6262437
Fax: +27 11 6262187
E-mail: cct@iafrica.com
Website address: www.cct.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the SAHRC are as follows:

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

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

CCT keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Medical Schemes Act, No. 131 of 1998
- National Road Traffic Act, No. 93 of 1996
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access there to in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY CCT IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

CCT holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of CCT
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- CCT Personnel Report
- Human Resources (personal information of past and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

The CCT website address is www.cct.co.za and it is accessible to anyone with access to the internet. It contains a profile on CCT, its contact particulars, services rendered and fields of expertise and its management staff.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. Non of the information held by CCT is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published in terms of this Section.

8. AVAILABILITY OF TH MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of CCT , free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of CCT.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and CCT (www.cct.co.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website

(www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

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