



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 24 February 2003  
Februarie

No. 24645

## MANUAL

IN ACCORDANCE WITH

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



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

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**Manual contemplated in terms of the Promotion of Access to Information Act 2 of 2000( the Act), section 51**

**R&R AIR CONDITIONING SERVICES CC**

REG NO 1986/015104/23

Physical address: 56 Nelson Road, Booysens, Johannesburg

Postal address: Box 38683, Booysens, 2016

Telephone:011-680-4550

Fax:011-680-4510

e-mail: n/a

R&R Air Conditioning Services CC is a private body as contemplated in the Act

A request in terms of the Act will be considered by R&R Air Conditioning Services CC upon receipt by R&R Air Conditioning Services CC of the duly completed prescribed form per Regulation 10 i.t.o. sec 53(1) of the ACT (FORM C) The form must be completed in either English or Afrikaans ;

The form will inter alia require you to specify:

- ☐ particulars of requester and person on whose behalf request is made
- ☐ particulars of the record
- ☐ the form of access required -(which form might not be available to you)
- ☐ particulars of right to be exercised or protected and give a detailed explanation why the record is needed.

(FORM C can be obtained from R&R Air Conditioning Services CC at the prescribed fee(s) should you require)

I.t.o. sec 10 of the Act the Human Rights Commission(HRC) will compile a guide containing inter alia in each official language:

- ☐ what the objects of the Act are
- ☐ particulars of every private body as are practicable
- ☐ the manner and form required to make a request
- ☐ any assistance available by information officers of public bodies & HRC
- ☐ how to get access to the manual of a private body
- ☐ all (sic) remedies available in law to you.

The guide to be published in the *Government Gazette* should be available for inspection by you at the offices of the HRC who can be contacted at, tel: 011 484 8300; fax 011 484 7146; [www.sahrc.org.za](http://www.sahrc.org.za)

Records which are automatically available without a request for access in terms of the Act being necessary are:

- ☐ This manual ( to be viewed only)

**NO OTHER RECORDS/ INFORMATION IS FREELY AVAILABLE WITHOUT A REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE ACT AND PAY THE PRESCRIBED FEE(S) AND THE HEAD OF R&R Air Conditioning Services CC APPROVING AND GRANTING ACCESS.**

**GROUND FOR REFUSAL OF ACCESS TO RECORDS**

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.
- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof

and R&R Air Conditioning Services CC reserves all its rights

A non exhaustive list of other legislation in terms whereof or how records are kept where applicable from time to time (if any) are:

- ☐ Basic Conditions of Employment Act 75 of 1997/ Sectoral determinations
- ☐ Bills of Exchange Act 34 of 1964
- ☐ Close Corporations Act 69 of 1985
- ☐ Companies Act 61 of 1973, where it relates to Close Corporations
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ☐ Customs and Excise Act 91 of 1964
- ☐ Electronic Communications and Transactions Act 25 of 2002
- ☐ Income Tax Act 58 of 1962
- ☐ Insolvency Act 24 of 1936
- ☐ Labour Relations Act 66 of 1995
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Price Control Act 25 of 1964
- ☐ Regional Services Councils Act 109 of 1985
- ☐ Skills Development Act 97 of 1998
- ☐ Skills Development Levy Act 9 of 1999
- ☐ Unemployment Insurance Contributions Act 4 of 2002
- ☐ Unemployment Insurance Act 63 of 2001 and 30 of 1966
- ☐ Value Added Tax 89 of 1991

Subjects on which records are held resort under "OWN RECORDS" and "OTHER PERSONS RECORDS" and resort under the following types:

#### OWN RECORDS

- ☐ accounting, commercial & financial
- ☐ compliance
- ☐ created & generated, notes, letters, etc.
- ☐ human resources and related matters
- ☐ new technology
- ☐ operational/ technology
- ☐ research/ reference
- ☐ stakeholders ie member
- ☐ strategy ,marketing & advertising

#### OTHER PERSONS RECORDS

- ☐ items belonging to staff

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E&OE

This manual was prepared by CVT TRUST for R&R Air Conditioning Services CC :3/2/2003