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MANUALS

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
Aapieskraal Investments (Pty) Ltd	24648	24-2-2003	140
Advocate A A Crutchfield	24648	24-2-2003	31
Advocate A C Botha	24648	24-2-2003	27
Advocate A Dukhi	24648	24-2-2003	37
Advocate A Jansen van Vuuren	24648	24-2-2003	73
Advocate A L Platt	24648	24-2-2003	61
Advocate A van Pletzen	24648	24-2-2003	71
Advocate B da Costa	24648	24-2-2003	33
Advocate B M Slon	24648	24-2-2003	67
Advocate C Acker	24648	24-2-2003	19
Advocate C B McEwan	24648	24-2-2003	57
Advocate C G Lamont	24648	24-2-2003	53
Advocate D G Graham	24648	24-2-2003	45
Advocate E Joubert	24648	24-2-2003	79
Advocate F Bezuidenhout	24648	24-2-2003	23
Advocate FJ Becker	24648	24-2-2003	21
Advocate G Kairinos	24648	24-2-2003	49
Advocate H Constantinides	24648	24-2-2003	29
Advocate H F Geyer	24648	24-2-2003	43
Advocate J Both	24648	24-2-2003	25
Advocate J C Pieterse	24648	24-2-2003	63
Advocate J C Uys	24648	24-2-2003	69
Advocate J Moorcroft	24648	24-2-2003	59
Advocate J N de Vos	24648	24-2-2003	35
Advocate R Henrico	24648	24-2-2003	47
Advocate S A Kleynhans	24648	24-2-2003	51
Advocate S Georgiou	24648	24-2-2003	41
Advocate S Liebenberg	24648	24-2-2003	55
Advocate S Said	24648	24-2-2003	65
Advocate V Fine	24648	24-2-2003	39
Advocate W L Wepener	24648	24-2-2003	75
Airley Cooling CC	24648	24-2-2003	9
Allkinds Contracting CC	24648	24-2-2003	18
AP Vlag Land Surveyors	24648	24-2-2003	139
Architecture by Paul Matthews CC	24648	24-2-2003	126
Attorneys Insurance Indemnity Fund ("AIIF")	24648	24-2-2003	180
Azart CC	24648	24-2-2003	138
Babelegi Transport (Pty) Ltd	24648	24-2-2003	137
Beta Appliances	24648	24-2-2003	136
Boskoop Nursery	24648	24-2-2003	135
Colour Planet Retirement Fund	24648	24-2-2003	188
Di Cicco and Buitendag CC	24648	24-2-2003	134

Company Name	Gazette No.	Date	Page No.
DJ Investments (Proprietary) Limited	24648	24-2-2003	128
Dr AJ de Weerd	24648	24-2-2003	132
Dr Gayly Fok	24648	24-2-2003	152
Dr MD Carstens	24648	24-2-2003	133
Dr TA Preller	24648	24-2-2003	176
Dr. DJ Reyneke	24648	24-2-2003	175
Dr. MP Munnik	24648	24-2-2003	177
Dr. PC Grey	24648	24-2-2003	178
Dual Intake Investments 86 (Pty) Ltd	24648	24-2-2003	174
EE Rall, t/a All Supplies	24648	24-2-2003	7
Eunor Properties CC	24648	24-2-2003	173
FAG South Africa (Proprietary) Limited	24648	24-2-2003	130
Flat 507 New Cumberland (Pty) Ltd	24648	24-2-2003	172
HA Searle t/a HA Searle Mechanical Engineer	24648	24-2-2003	170
Kliptown Meat Market	24648	24-2-2003	124
Lemko Familie Trust	24648	24-2-2003	168
Liadi Trust	24648	24-2-2003	81
Luciana Administration Services (Pty) Ltd	24648	24-2-2003	83
Magnum Digital Services	24648	24-2-2003	167
Medicine City Pharmacy	24648	24-2-2003	154
Meyer Zall Laboratories (Pty) Limited	24648	24-2-2003	11
Michael Freys Fresh Meat (Pty) Ltd	24648	24-2-2003	16
Michele Fortune CC	24648	24-2-2003	163
Miners Credit Guarantee (Pty) Ltd	24648	24-2-2003	94
Modern Butchery	24648	24-2-2003	122
Modern Meat	24648	24-2-2003	120
Moneyline 248 (Pty) Ltd	24648	24-2-2003	166
Moorreesburgse Koringboere (Pty) Ltd	24648	24-2-2003	141
Multi Care (Pty) Ltd	24648	24-2-2003	165
Muntfin (Pty) Ltd	24648	24-2-2003	164
Old Mutual (South Africa) Ltd; Old Mutual Life Assurance Company (South Africa) Ltd; Old Mutual Finance Ltd; Old Mutual Healthcare (Pty) Ltd; Old Mutual Health Insurance Ltd; Old Mutual Unit Trust Managers Ltd; Old Mutual Properties (Pty) Ltd; Fairbairn Capital (Pty) Ltd; Celestis Broker Services (Pty) Ltd; Old Mutual Specialised Finance (Pty) Ltd; Old Mutual Trust Ltd; Global Edge Technologies (Pty) Ltd; Managedchoice (Pty) Ltd; Visimed Properties and Administrators (Pty) Ltd; Boe Investment Administrators (Pty) Ltd; Old Mutual Alternative Risk Transfer Ltd	24648	24-2-2003	184
Patrick Jonsson Consultancy CC	24648	24-2-2003	162
PC Sekretariële Dienste CC	24648	24-2-2003	159
Practi Hold (Pty) Ltd	24648	24-2-2003	158
Practi Man (Pty) Ltd	24648	24-2-2003	157
Prokuris (Pty) Ltd	24648	24-2-2003	156
Rebah Construction CC	24648	24-2-2003	179

Company Name	Gazette No.	Date	Page No.
Rushmere Noach Incorporated	24648	24-2-2003	114
The Garden Scene CC	24648	24-2-2003	171
The John Borland Family Trust	24648	24-2-2003	169
The Jonsson Family Trust	24648	24-2-2003	161
The Pieter Cornelius Grey Trust	24648	24-2-2003	160
The South African Breweries Limited	24648	24-2-2003	85
VH Houska t/a Rent ME Machine Moving & Rigging	24648	24-2-2003	5
Village Chambers	24648	24-2-2003	77
Virgin Active South Africa (Proprietary) Limited	24648	24-2-2003	105

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

VH HOUSKA

t/a RENT ME MACHINE MOVING & RIGGING

Physical address: Honeydew Corner, Honeydew.

Postal address: Box 294, Honeydew, 2040

Telephone:082-441-6370

Fax:011-795-2033

e-mail:n/a

VH Houska t/a Rent Me is a private body as contemplated in the Act

A request in terms of the Act will be considered by VH Houska t/a Rent Me upon receipt by VH Houska t/a Rent Me 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 VH Houska t/a Rent Me 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

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 VH Houska t/a Rent Me 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 VH Houska t/a Rent Me 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
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ☐ Customs and Excise Act 91 of 1964
- ☐ 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

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 VH Houska t/a Rent Me reserves all its rights

E&OE

This manual was prepared by CVT TRUST for VH Houska t/a Rent Me :3/2/2003

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

**EE RALL
t/a ALL SUPPLIES**

Physical address: PLOT 4, heuningklip, Muldersdrift.

Postal address: Box 902, Muldersdrift, 1747

Telephone:011-662-1612

Fax:011-662-1611

e-mail: allsupplies_sa@yahoo.com

EE Rall t/a All Supplies is a private body as contemplated in the Act

A request in terms of the Act will be considered by EE Rall t/a All Supplies upon receipt by EE Rall t/a All Supplies 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 EE Rall t/a All Supplies 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

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 EE Rall t/a All Supplies 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 EE Rall t/a All Supplies 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
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ☐ Customs and Excise Act 91 of 1964
- ☐ 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

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 EE Rall t/a All Supplies reserves all its rights

E&OE

This manual was prepared by CVT TRUST for EE Rall t/a All Supplies :3/2/2003

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

AIRLEY COOLING CC

REG NO 1997/013015/23

Physical address: No 39 Kielboot Street, Lazerpark, Honeydew

Postal address: Box 443, Honeydew, 2040

Telephone: 011-794-4499

Fax: 011-795-2998

e-mail: airley@netactive.co.za

Airley Cooling CC is a private body as contemplated in the Act

A request in terms of the Act will be considered by Airley Cooling CC upon receipt by Airley Cooling 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 Airley Cooling 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

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

- ☐ Advertising material of products and services (if any), quantities will be limited
- ☐ 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 Airley Cooling 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 Airley Cooling 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

CLIENT / OTHER PERSONS RECORDS

- ☐ items belonging to staff

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 Airley Cooling CC reserves all its rights

E&OE

This manual was prepared by CVT TRUST for Airley Cooling CC :3/2/2003

MANUAL for MEYER ZALL LABORATORIES (PTY) LIMITED**In terms of the****PROMOTION OF ACCESS TO INFORMATION ACT****No 2 of 2000**

(hereinafter referred to as "the Act")

Introduction

The Promotion of Access to Information Act No 2 of 2000 gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. Where the request is made in terms of the Act, the body to which the request is made is obliged to release the information, except where the Act, expressly provides that the information may not be released. The Act sets out the requisite procedures associated with any such request.

Section 9 of the Act recognises that the exercise of such access to information rights can be limited, and should be subject to limitations where it poses a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Part 1 Company and Contact Details**Name of Company:**

MEYER ZALL LABORATORIES (PTY) LIMITED

HEAD OF THE COMPANY:

MR. P.J. MEYER, CHAIRMAN

Postal Address:

P.O. BOX 1457

GEORGE

6530

Street Address:

SAASVELD: NORTH CAMPUS
GEORGE
6530

Telephone Number:

(044) 871 5173

Telefax Number:

(044) 871 5181

Email Address:

pjm@mzl.co.za

Information Officer:

MR. P.J. MEYER

Postal Address:

P.O. BOX 1457
GEORGE
6530

Telephone:

(044) 871 5173

Telefax Number:

(044) 871 5181

Email Address:

pjm@mzl.co.za

Public information on the company is available on the company's web site www.mzl.co.za.

Part 2 Guide to the Manual and its Access.

At the time of the compilation of this Manual the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. The guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Any enquires relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360 or email lmokate@sahrc.org.za. Further information may be accessed from the web site www.sahrc.org.za

Part 3 Records.**Records Available (only on request to access in terms of the Act).****1. Personnel Records**

As provided by employees.

As provided by individuals other than employees.

Conditions of employment and employee-related contractual records

2. Records relating to Customers**3. Records relating to**

Financial

Operational

Marketing

Product

Internal Correspondence

Statistical**Statutory records**

The relevant records of a public nature provided in terms of the following Acts are held in the Company's Head office:

- Basic Conditions of Employment Act. No. 75 of 1997.
- Companies Act No.61 of 1973.
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.
- Employment Equity Act No.55 of 1998.
- Health Act No. 63 of 1977.
- Intellectual Property Laws Amendment Act. No. 38 of 1997.
- Income Tax Act No. 58 of 1962.
- Labour Relations Act No. 66 of 1995 as amended.
- Occupational Health and Safety Act. No 85 of 1993.
- Patents Act. No. 57 of 1978.
- Pension Funds Act. No. 24 of 1956.
- Promotion of Access to Information Act No. 2 of 2000.
- Skills Development Act. No. 97 of 1998.
- Skills Development Levies Act. No. 9 of 1999.
- Trade Marks Act. No. 194 of 1993.
- Unemployment Insurance Act. No. 36 of 2001.
- Usury Act. No. 81 of 1995.
- Value Added Tax Act No. 89 of 1991

Part 4 Information Request Procedures.

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the CEO or Information Officer of the Company. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/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 the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the

request. The CEO/Information Officer will make a decision whether to grant the request. The prescribed fee for processing the request will be required prior to undertaking the search, reproduction and preparation of any document.

Records which could be deemed confidential on the part of a third party will need the permission of the third party concerned before the Company will permit access to view.

Part 5. Manual Availability.

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website of MEYER ZALL LABORATORIES (PTY) LIMITED. Copies may also be obtained from the Information Officer of the company.

In respect of hard copies' postage will be for the account of the requester.

SECTION 51 MANUAL FOR MICHAEL FREYS FRESH MEAT (PTY) LTD**A CONTENTS****B PARTICULARS IN TERMS OF THE SECTION 51 MANUAL****1. CONTACT DETAILS (SECTION 51 (1) (a))****35 ESCOMBE STREET/ PO BOX 21 PORT SHEPSTONE****TEL 039 6826400 FAX 039 6826406****psfresh @ venturenet****2. SECTION 10 GUIDE ON HOW TO USE THE ACT (SECTION 51 (1) (b))****THE GUIDE WILL BE AVAILABLE FROM THE SA HUMAN RIGHTS COMMISSION BY NOT LATER THAN 31/3/2003****PLEASE DIRECT ANY QUERIES TO THE SA HUMAN RIGHTS COMMISSION PAIA UNIT****THE RESEARCH AND DOCUMENTATION DEPARTMENT****POSTAL ADDRESS P/BAG 2700 HOUGHTON 2041****3. RECORDS AVAILABLE (SECTION 51 (1) (d))****MEMORANDUM AND ARTICLES OF ASSOCIATION****SHAREHOLDERS REGISTER****VAT RECORDS****INCOME TAX ACT****LABOUR RELATIONS ACT****4. ACCESS TO RECORDS****I ACCESS AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT.. NOT APPLICABLE****II RECORDS THAT MAY BE REQUESTED (SECTION 51 (1) (e))****FINANCE AND ADMINISTRATION****HUMAN RESOURCES****STAFF MANUAL****SKILLS AND DEVELOPMENT RECORDS****LABOUR RELATIONS ACT****FINANCIAL MANAGEMENT****VAT ACT****INCOME TAX ACT****MARKETING****RECIPES****III) REQUEST PROCEDURES****FORM OF REQUEST****THE REQUESTER MUST USE THE PRESCIBED FORM TO MAKE THE REQUEST. THIS MUST BE MADE TO THE HEAD OF THE PRIVATE BODY THIS REQUEST MUST BE MADE TO THE ADDRESS, FAX NUMBER OR ELECTRONIC MAIL ADDRESS OF THE BODY CONCERNED****THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL OF THE REQUEST FORM TO ENABLE THE HEAD OF THE PRIVATE BODY TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED THE REQUESTER SHOULD ALSO INDICATE IF ANY OTHER MANNER IS TO BE USED TO INFORM THE REQUESTER AND STATE THE NECESSARY PARTICULARS TO BE SO INFORMED****THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION OF WHY THE REQUESTED RECORD IS REQUIRED FOR THE ECERCISE OR PROTECTION OF THAT RIGHT****IF A REQUEST IS MADE ON BEHALF OF ANOTHER 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
FEES

A REQUESTER WHO SEEKS ACCESS TO A RECORD CONTAINING PERSONAL INFORMATION ABOUT THAT REQUESTER IS NOT REQUIRED TO PAY THE REQUEST FEE. EVERY OTHER REQUESTER WHO IS NOT A PERSONAL REQUESTER MUST PAY THE REQUIRED REQUEST FEE

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 THAT THE REQUESTER MUST PAY TO A PRIVATE BODY IS R50. THE REQUESTER MAY LODGE AN APPLICATION TO COURT AGAINST THE TENDER OR PAYMENT OF THE REQUEST FEE AFTER THE HEAD OF THE PRIVATE BODY HAS MADE A DECISION ON THE REQUEST, THE REQUESTER MUST BE NOTIFIED IN THE REQUIRED FORM.

IF THE REQUEST IS GRANTED THEN A FURTHER ACCESS FEE MUST BE PAID FOR THE SEARCH, REPRODUCTION, PREPARATION AND FOR ANY TIME THAT HAS EXCEEDED THE PRESCRIBED HOURS TO SEARCH AND PREPARE THE RECORD FOR DISCLOSURE

5 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

6. AVAILABILITY OF THE MANUAL

THE MANUAL IS AVAILABLE FOR INSPECTION AT BOODRAM HOUSE, ESCOMBE STREET PORT SHEPSTONE AND COPIES ARE AVAILABLE WITH THE SAHRC AND IN THE GOVERNMENT GAZETTE

7. FEES IN RESPECT OF PRIVATE BODIES

THE FEES PAYABLE ARE IN TERMS OF REGULATION 9 (2)(c)

AND THE FEES FOR REPRODUCTION ARE IN TERMS OF REGULATION 11 (1)

THE REQUEST FEE PAYABLE BY A REQUESTER OTHER THAN A PERSONAL REQUESTER IS GOVERNED BY REGULATION 11 (2)

THE ACCESS FEE PAYABLE BY A REQUESTER IS GOVERNED BY REGULATION 11 (3)

8 PRESCRIBED FORMS

THESE ARE GOVERNED BY SECTION 53 (1)

REGULATION 10

A

**PRIVATE BODY IS MICHAEL FREYS FRESH MEAT (PTY) LTD
THE HEAD OF THE PRIVATE BODY IS MICHAEL FREY**

B

PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

a)

THE PARTICULARS OF THE PERSON WHO REQUESTS ACCESS TO THE RECORD MUST BE GIVEN

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

**HANDLEIDING OPGESTEL KRAGTENS ARTIKEL 51 VAN DIE WET OP
BEVORDERING VAN TOEGANG TOT INLIGTING NR. 2 VAN 2000****1 Artikel 51(1)(a)**

Naam: ALLKINDS CONTRACTING CC 2001/083636/23
Lid: MNR TD VANDERNEST
Straatadres: Freestraat 13
Minnebron
Brakpan 1549
Posadres: Posbus 8386
Minnebron 1549
Telefoon/Faks: (011) 742 2476

2 Artikel (51)(1)(b)

Die gids waarna verwys in artikel 10 van die Wet word opgestel deur en is verkrygbaar van die SUID AFRIKAANSE MENSEREGTE KOMMISSIE by die volgende adres:

PAIA eenheid

Die Navorsing en Dokumentasie Departement

Privaatsak 2700

Houghton

2041

Telefoon: +27 11 484 8300

Faks: +27 11 484 0582

Webtuiste: www.sahrc.org.za

3 Artikel 51(1)(c)

Geen Artikel 52(2) kennisgewing is beskikbaar nie.

4 Artikel 51(1)(d)

Inkomstebelasting Wet 58/1962

Belasting op Toegevoegde Waarde Wet 89/1991

Werkloosheidversekerings Wet 63/2001

Arbeidsverhoudinge Wet 66/1995

Basiese Diensvoorwaardes Wet 75/1997

Vaardigheidsontwikkeling Wet 9/1999

Beslote Korporasies Wet 69/1984

Gelyke Indiensneming Wet 55/1998

5 Artikel 51(1)(e)

Kliënte leërs - konfidensieël en/of geprivilegeerd

Personeel leërs - konfidensieël en/of geprivilegeerd

Finansiële leërs - konfidensieël en/of geprivilegeerd

Persoonlike leërs - konfidensieël en/of geprivilegeerd

6 Artikel 51(1)(f)

Geen ander inligting tans voorgeskryf nie.

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE C ACKER**

1. Contact details

- 1.1. **Postal** : P O Box 781615, Sandton, 2146
- 1.2. **Street address**: Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone**: (011) 784-7000
- 1.4. **Fax numbers**: (011) 784-2801
- 1.5. **Email**: ackerc@mweb.co.za

2. Guide in terms of Section 10 of the Act

Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide to be issued/issued by the South African Human Rights Commission in all official languages.

3. Records/Documents available in terms of other legislation:

- 3.1. Admission of Advocates Act, No 74 of 1964;
- 3.2. Income Tax Act, No 58 of 1962;
- 3.3. Value Added Tax Act, No 89 of 1991;
- 3.4. Unemployment Insurance Act, No 30 of 1966;
- 3.5. Basic Conditions of Employment Act, No 75 of 1997;
- 3.6. Employment Equity Act, No 55 of 1998;

- 3.7. Compensation for Occupational Injuries and Disease Act No, 130 of 1993;
- 3.8. Occupational Health and Safety Act, No 85 of 1993;
- 3.9. Skills Development Act, No 97 of 1998.

4. Access to the records/documents mentioned in para 3

- 4.1. Order of Court in respect of admission as Advocate, available at the Registrar of the High Court of South Africa. Admission certificate available at the Johannesburg Bar Council. The Hortors Legal Diary and Butterworths Legal Diary also contain some of the above information regarding the abovementioned counsel.
 - 4.2. The Advocates Group 21 (comprising members of the group of advocates wherein the abovementioned counsel is based) website is currently under construction.
 - 4.3. Records of counsels' commercial, financial and professional interests, including but not limited to financial statements, client base, fee structures and commercial contracts with third parties are not automatically available without a person having to request access in terms of the Act from the abovementioned counsel.
- 5. For prescribed fees and forms see www.sahrc.org.za**

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE F J BECKER**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** fjbecker@law.co.za

2. Guide in terms of Section 10 of the Act

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3. Records/Documents available in terms of other legislation:

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- 3.6. Employment Equity Act, No 55 of 1998;
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MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000: ADVOCATE F BEZUIDENHOUT

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** ciska@counsel.co.za

2. Guide in terms of Section 10 of the Act

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MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000: ADVOCATE J BOTH

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-9656
- 1.5. **Email:** jboth@chambers.co.za

2. Guide in terms of Section 10 of the Act

Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide to be issued/issued by the South African Human Rights Commission in all official languages.

3. Records/Documents available in terms of other legislation:

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- 3.4. Unemployment Insurance Act, No 30 of 1966;
- 3.5. Basic Conditions of Employment Act, No 75 of 1997;

- 3.6. Employment Equity Act, No 55 of 1998;
- 3.7. Compensation for Occupational Injuries and Disease Act No, 130 of 1993;
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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE A C BOTHA**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** abotha@netactive.co.za

2. Guide in terms of Section 10 of the Act

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE H CONSTANTINIDES**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** constant@law.co.za

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H CONSTANTINIDES

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE A A CRUTCHFIELD**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
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- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** N/A

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE B DA COSTA**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
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- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:**

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- 3.5. Basic Conditions of Employment Act, No 75 of 1997;

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE J N DE VOS**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 884-3871
- 1.5. **Email:** bevsec@law.co.za

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- 3.5. Basic Conditions of Employment Act, No 75 of 1997;

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MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000: ADVOCATE A DUKHI

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
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- 1.3. **Phone:** (011) 784-7000
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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE V FINE**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** vanessaf@law.co.za

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE S GEORGIU**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** sgeorgiou@law.co.za

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- 3.5. Basic Conditions of Employment Act, No 75 of 1997;

- 3.6. Employment Equity Act, No 55 of 1998;
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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE H F GEYER**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** geyerhf@law.co.za

2. Guide in terms of Section 10 of the Act

Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide to be issued/issued by the South African Human Rights Commission in all official languages.

3. Records/Documents available in terms of other legislation:

- 3.1. Admission of Advocates Act, No 74 of 1964;
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- 3.3. Value Added Tax Act, No 89 of 1991;
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- 3.5. Basic Conditions of Employment Act, No 75 of 1997;

- 3.6. Employment Equity Act, No 55 of 1998;
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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE D G GRAHAM**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-9656
- 1.5. **Email:** dggraham@law.co.za

2. Guide in terms of Section 10 of the Act

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE R HENRICO**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** henrico@counsel.co.za

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MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000: ADVOCATE G KAIRINOS

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-9656
- 1.5. **Email:** kairinos@law.co.za

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE S A KLEYNHANS**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-9656
- 1.5. **Email:** stefank@counsel.co.za

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE C G LAMONT**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** lamont@counsel.co.za

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE S LIEBENBERG**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** saritali@law.co.za

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
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- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** N/A

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE J MOORCROFT**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-9656
- 1.5. **Email:** moorcroj@law.co.za

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE A L PLATT**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-9656
- 1.5. **Email:**

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE J C PIETERSE**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-9656
- 1.5. **Email:** pieterse@counsel.co.za

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE S SAID**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** said@law.co.za

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE B M SLON**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-9656
- 1.5. **Email:** slon@law.co.za

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE J C UYS**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** johanuys@law.co.za

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- 3.9. Skills Development Act, No 97 of 1998.

4. **Access to the records/documents mentioned in para 3**

- 4.1. Order of Court in respect of admission as Advocate, available at the Registrar of the High Court of South Africa. Admission certificate available at the Johannesburg Bar Council. The Hortors Legal Diary and Butterworths Legal Diary also contain some of the above information regarding the abovementioned counsel.
- 4.2. The Advocates Group 21 (comprising members of the group of advocates wherein the abovementioned counsel is based) website is currently under construction.
- 4.3. Records of counsels' commercial, financial and professional interests, including but not limited to financial statements, client base, fee structures and commercial contracts with third parties are not automatically available without a person having to request access in terms of the Act from the abovementioned counsel.

For prescribed fees and forms see www.sahrc.org.za

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE A VAN PLETZEN**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-9656
- 1.5. **Email:** vpletzen@law.co.za

2. Guide in terms of Section 10 of the Act

Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide to be issued/issued by the South African Human Rights Commission in all official languages.

3. Records/Documents available in terms of other legislation:

- 3.1. Admission of Advocates Act, No 74 of 1964;
- 3.2. Income Tax Act, No 58 of 1962;
- 3.3. Value Added Tax Act, No 89 of 1991;
- 3.4. Unemployment Insurance Act, No 30 of 1966;
- 3.5. Basic Conditions of Employment Act, No 75 of 1997;

- 3.6. Employment Equity Act, No 55 of 1998;
- 3.7. Compensation for Occupational Injuries and Disease Act No, 130 of 1993;
- 3.8. Occupational Health and Safety Act, No 85 of 1993;
- 3.9. Skills Development Act, No 97 of 1998.

4. **Access to the records/documents mentioned in para 3**

- 4.1. Order of Court in respect of admission as Advocate, available at the Registrar of the High Court of South Africa. Admission certificate available at the Johannesburg Bar Council. The Hortors Legal Diary and Butterworths Legal Diary also contain some of the above information regarding the abovementioned counsel.
- 4.2. The Advocates Group 21 (comprising members of the group of advocates wherein the abovementioned counsel is based) website is currently under construction.
- 4.3. Records of counsels' commercial, financial and professional interests, including but not limited to financial statements, client base, fee structures and commercial contracts with third parties are not automatically available without a person having to request access in terms of the Act from the abovementioned counsel.

For prescribed fees and forms see www.sahrc.org.za

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE A JANSEN VAN VUUREN**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Phone:** (011) 784-7000
- 1.4. **Fax numbers:** (011) 784-2801
- 1.5. **Email:** N/A

2. Guide in terms of Section 10 of the Act

Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide to be issued/issued by the South African Human Rights Commission in all official languages.

3. Records/Documents available in terms of other legislation:

- 3.1. Admission of Advocates Act, No 74 of 1964;
- 3.2. Income Tax Act, No 58 of 1962;
- 3.3. Value Added Tax Act, No 89 of 1991;
- 3.4. Unemployment Insurance Act, No 30 of 1966;
- 3.5. Basic Conditions of Employment Act, No 75 of 1997;

- 3.6. Employment Equity Act, No 55 of 1998;
- 3.7. Compensation for Occupational Injuries and Disease Act No, 130 of 1993;
- 3.8. Occupational Health and Safety Act, No 85 of 1993;
- 3.9. Skills Development Act, No 97 of 1998.

4. **Access to the records/documents mentioned in para 3**

- 4.1. Order of Court in respect of admission as Advocate, available at the Registrar of the High Court of South Africa. Admission certificate available at the Johannesburg Bar Council. The Hortors Legal Diary and Butterworths Legal Diary also contain some of the above information regarding the abovementioned counsel.
- 4.2. The Advocates Group 21 (comprising members of the group of advocates wherein the abovementioned counsel is based) website is currently under construction.
- 4.3. Records of counsels' commercial, financial and professional interests, including but not limited to financial statements, client base, fee structures and commercial contracts with third parties are not automatically available without a person having to request access in terms of the Act from the abovementioned counsel.

For prescribed fees and forms see www.sahrc.org.za

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: VILLAGE CHAMBERS (ASSOCIATION
INCORPORATED UNDER SECTION 21) REGISTRATION NUMBER:
99/004404/08**

1. Contact details

- 1.1. **Postal :** P O Box 781615, Sandton, 2146
- 1.2. **Street address:** Village Square, Sandown Village, Maude Street, Sandton.
- 1.3. **Registered Office:** Second Floor, Lakeside Two, Ernest Oppenheimer Avenue, Cnr Queen Street, Bruma
- 1.4. **Phone:** (011) 784-7000
- 1.5. **Fax numbers:** (011) 784-2801
- 1.6. **Contact Person:** Augusta Saunders (Tel: (011)622-9177; Fax (011)622-9077)
- 1.7. **Email:** wepener@law.co.za

2. Guide in terms of Section 10 of the Act

Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide to be issued/issued by the South African Human Rights Commission in all official languages.

3. Records/Documents available in terms of other legislation:

- 3.1. Companies Act No 61 of 1973;

3.2. Income Tax Act, No 58 of 1962;

3.3. Value Added Tax Act, No 89 of 1991;

4. **Access to the records/documents mentioned in para 3**

4.1. Company documentation: Availability to be determined upon receipt of request.

4.2. Agreements with other parties: Availability to be determined upon receipt of request.

5. **For prescribed fees and forms see www.sahrc.org.za**

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE E JOUBERT**

1. Contact details

- 1.1. **Postal :** 35 Wargrave Avenue, Auckland Park, Johannesburg, 2092;
- 1.2. **Street address:** 35 Wargrave Avenue, Auckland Park, Johannesburg, 2092;
- 1.3. **Phone:** (011) 726-4477;
- 1.4. **Fax numbers:** (011) 726-4477;

2. Guide in terms of Section 10 of the Act

Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide to be issued/issued by the South African Human Rights Commission in all official languages.

3. Records/Documents available in terms of other legislation:

- 3.1. Admission of Advocates Act, No 74 of 1964;
- 3.2. Income Tax Act, No 58 of 1962;
- 3.3. Value Added Tax Act, No 89 of 1991;

4. Access to the records/documents mentioned in para 3

- 4.1. Order of Court in respect of admission as Advocate, available at the Registrar of the High Court of South Africa. Admission certificate available at the Johannesburg Bar Council. The Hortors Legal Diary and Butterworths

- 4.2. Records of commercial and financial interests including but not limited to financial statements and commercial contracts with third parties are not automatically available without a person having to request access in terms of the Act from the Trust.
5. For prescribed fees and forms see www.sahrc.org.za

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: LUCIANA ADMINISTRATION SERVICES (PTY)
LTD (REGISTRATION NUMBER: 96/02922/07)**

1. Contact details

- 1.1. **Postal :** P O Box 772; Vanderbijlpark, 1900
- 1.2. **Street address:** Portion 2, Farm Luciana 214, District Parys
- 1.3. **Phone:** (016) 983-0020
- 1.4. **Fax numbers:** (016) 983-0020
- 1.5. **Contact Person:** D Van Eyk (Tel: (016) 983-0020; Fax: (016) 983-0020)

2. Guide in terms of Section 10 of the Act

Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide to be issued/issued by the South African Human Rights Commission in all official languages.

3. Records/Documents available in terms of other legislation:

- 3.1. Companies Act No 61 of 1973;
- 3.2. Income Tax Act, No 58 of 1962;
- 3.3. Value Added Tax Act, No 89 of 1991;
- 3.4. Employment Insurance Act, No 30 of 1966;
- 3.5. Basic Conditions of Employment Act, No 75 of 1997;
- 3.6. Unemployment Equity Act, No 55 of 1998;

- 3.7. Compensation for Occupational Injuries and Disease Act No, 130 of 1993;
- 3.8. Occupational Health and Safety Act, No 85 of 1993;
- 3.9. Skills Development Act, No 97 of 1998;
- 3.10. Labour Relations Act, No 66 of 1995;
- 3.11. Regional Services Councils Act, No 109 of 1985.

4. **Access to the records/documents mentioned in para 3**

- 4.1. Employment contracts: Availability to be determined upon receipt of request;
 - 4.2. Company documentation: Availability to be determined upon receipt of request;
 - 4.3. Agreements with suppliers: Availability to be determined upon receipt of request;
5. **For prescribed fees and forms see www.sahrc.org.za**

MANUAL

Of

THE SOUTH AFRICAN BREWERIES LIMITED
[Registration Number 1998/006375/06]
And its subsidiary companies.
("SAB")

**IN TERMS OF THE PROMOTION OF ACCESS
TO INFORMATION ACT, 2000**
("the Act")



A. CONTENTS

Introduction to SAB

1. Contact details of head
2. The Guide
3. Records available in terms of other legislation
4. Access to records held by SAB
 - (i) Subjects and categories of records held by SAB
 - (ii) The request procedures
5. Availability of the manual
6. Prescribed fees and forms for private bodies

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to SAB

The South African Breweries Limited is a company registered in South Africa and is a wholly owned subsidiary of the SABSA (PTY) Limited. SAB brews manufactures, markets and distributes a range of malt based beverages and products and other alcoholic beverages. It has numerous breweries and depots situated throughout South Africa. SAB's mission is to brew, manufacture and market fine quality long drink alcoholic refreshments in a socially responsible and progressive manner. At present, SAB has more than 12 brands of alcoholic beverages. SAB employs approximately 4861 (Four thousand eight hundred and sixty one) employees.

SAB through its subsidiary Southern Associated Maltsters (Pty) Limited also carries on the business of the production, processing and selling of malt. It further carries on the business of farming and processing of hops used in the brewing of beer through another subsidiary called the South African Breweries Hop Farms (Pty) Limited.

Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The Company Secretary has been appointed and is duly authorised by the Head of SAB to act as the person to whom requests for access to information must be made in terms of the Act.

Currently SAB has the following wholly owned subsidiaries. The categories and subjects contained in this manual shall mutatis mutandis be applicable to the subsidiaries. Any requests in terms of this Act in respect of any of the companies listed below shall be made in terms of this Manual to the Company Secretary of SAB. Any reference to SAB shall therefore be inclusive of the subsidiaries listed below.

Mmabatho Investments (Pty) Ltd; United Breweries (Pty) Ltd; Kwa-Ndebele Breweries (Pty) Ltd; Gazankulu Traditional Beer Company (Pty) Ltd; SA Breweries Denver (Pty) Ltd; Beersec Services (Pty) Ltd; Interbrou Eiendom (EDMS) Beperk; Ohlsson's Brewery Transkei (Pty) Ltd; SAB Investment Company (Pty) Ltd; Waverley Hotel Company (Pty) Ltd; The South African Breweries Centenary Company (Sec 21); The South African Breweries Hop Farms (Pty) Ltd; Southern Associated Maltsters (Pty) Ltd; Thohoyandou Beer Distributors (Pty) Ltd; Groblersdal Beer Distributors (Pty) Ltd; Letaba Beer Distributors (Pty) Ltd; Giyani SAB Distributors (Pty) Ltd; Dwarsloop Beer Wholesalers (Pty) Ltd; Dwarsloop Depot (Pty) Ltd; Ohlsson's Cape Breweries Ltd; Gcuwa Training Centre (Pty) Ltd; Noah Investment Company (Pty) Ltd; SAB Eastern Cape Breweries (Pty) Ltd; Nedtruck Leasing (Pty) Ltd; Jalap Finance Company (Pty) Ltd; Lloydminister Investments (Pty) Ltd; Coleus Packaging (Pty) Limited.

The contact details for the aforesaid wholly owned subsidiaries are the same as the contact details mentioned below.

Contact details:

Company Details

Postal address: South African Breweries Limited
P O Box 782178
Sandton
Johannesburg
2146
South Africa

Physical address : 65 Park Lane
Sandown
Johannesburg
2196
South Africa

Telephone: +27 11 881 8111

Facsimile: +27 11 881 8030

Contact Details of the Head of SAB:

Designation: Managing Director:

Name: Cornelius Anton van Kralingen

Telephone: (011) 881 8772

Facsimile: (011) 881 8030

Contact Details of the Compliance Officer and/or Request Liaison Officer:

The person responsible for the administration of the Act within SAB is the following:

Designation: Company Secretary:

Name: Michael George van Eyk

Telephone: (011) 881 8192

Facsimile: (011) 881 8136

E-mail address: <mailto:mike.vaneyk@sabreweries.com>

The Guide

Requesters are referred to the Guide to be compiled by the South African Human rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will, according to the South African Human Rights Commission, be available by not 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

Records available in terms of other legislation

The following records are not automatically available without a request in terms of the Act. All records and/or documents kept in compliance with the requirements of the following legislation:

Companies Act 61 of 1973:

- All documents of incorporation of SAB are lodged at the offices of the Registrar of Companies, and may be inspected there. These documents include the memorandum and articles of association of SAB, as well as the relevant company forms.
- Special resolutions are lodged with the Registrar of Companies, and are therefore available for inspection there.
- A register of the directors' and officials' interests in contracts entered into by SAB is kept at the registered office of SAB, and is available for inspection.

Pension Funds Act 24 of 1956:

The rules of the fund utilised by SAB, as well as the last revenue account and balance sheet of the fund, are available for inspection at the offices of the Registrar of Pension Funds.

Employment Equity Act 55 of 1998:

As a designated employer, SAB is required to publish a summary of its employment equity report, in SAB's annual financial report. A copy of the employment equity report has been lodged at the Department of Labour.

The Income Tax Act No 58 of 1962

The Liquor Act 27 of 1989.

Occupational Health and Safety Act 85 of 1993

Import and Export Control Act 45 of 1963

Customs and excise Act 91 of 1969

Labour Relations Act 66 of 1995

Subjects and categories of records held by SAB:
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Note: This section of the Manual sets out the subject and categories of records held by SAB. The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

Incorporation documents

- ❖ The memorandum and articles of association of SAB.
- ❖ The incorporation forms of SAB.

Constitution of SAB

- ❖ The share register of SAB.
- ❖ Shareholders' agreements of SAB.
- ❖ Minutes of general meetings of the shareholders of SAB.
- ❖ Register or list of directors of SAB.
- ❖ Minute books and internal resolutions of SAB.
- ❖ Power of attorney agreements, and a list of persons authorised to bind SAB.
- ❖ Statutory registers of SAB.

Financial records of SAB

- ❖ Accounting records, books and documents of SAB.
- ❖ Interim and annual financial reports of SAB.
- ❖ Details of auditors of SAB, namely Price Waterhouse Coopers.
- ❖ External auditors' reports in respect of audits conducted on SAB.
- ❖ Details of actuaries of the pension scheme utilised by SAB.
- ❖ Tax returns of SAB.
- ❖ Other documents and agreements relating to taxation.
- ❖ Other financial records of SAB.

Banking details of SAB

- ❖ Indebtedness to bankers.

- ❖ Bank facilities and accounts details.
- ❖ Bank statements.
- ❖ Debt securities issued by SAB.
- ❖ Guarantees given by, or in respect of, SAB.
- ❖ Agreements with various credit card companies.
- ❖ Other financial commitments of SAB.
- ❖ Other banking records of SAB.

Human resources / employment records

- ❖ List of employees.
- ❖ Contracts of employment with directors, officers and employees of SAB.
- ❖ Expenditure or reimbursement agreements with directors of SAB.
- ❖ Documents relating to employee benefits.
- ❖ Compensation or redundancy payments.
- ❖ Documents and information in respect of nominations for participation in the SAB Executive Share Purchase Scheme
- ❖ Personnel files.
- ❖ Collective agreements with trade unions.
- ❖ Recognition agreements with trade unions.
- ❖ Employment equity plan of SAB.
- ❖ Procedural agreements and policies of SAB.
- ❖ Disciplinary records and documentation pertaining to disciplinary proceedings.
- ❖ Training manuals.
- ❖ Other information relating to employees of SAB.

Intellectual Property

- ❖ Trademarks, patents, copyrights, designs held by SAB.
- ❖ Licences relating to intellectual property rights.
- ❖ Other agreements relating to intellectual property rights.

Permits

- ❖ Licences, material permits, consents, approvals, authorisations and certificates.
- ❖ Applications for permits, licences etc.
- ❖ Registrations and declarations of permits.

Insurance records

- ❖ Insurance policies taken out for the benefit of SAB and its employees.

Immovable and movable property

- ❖ Title deeds of land owned by SAB.

- ❖ Agreements for the lease or sale of land and/or other immovable property by SAB.
- ❖ Agreements for the lease or sale of movable property by SAB.
- ❖ Mortgage bonds, liens, Notarial bonds or security interests on property.
- ❖ Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets.

Information technology

- ❖ Procurement Agreements
- ❖ Infrastructure maintenance and support Agreements
- ❖ Software vendor license, maintenance and support agreements
- ❖ Development agreements
- ❖ Consulting agreements

Policy documents

- ❖ Corporate governance.
- ❖ Ethics policy.
- ❖ Environmental Policy
- ❖ Fraud and Crimes of Dishonesty Policy
- ❖ Occupational Health and Safety Policy
- ❖ Smoking Policy
- ❖ Product Recall policy
- ❖ Alcohol policy
- ❖ Benefit Funds Policy.
- ❖ Risk Management practice.

Miscellaneous agreements of SAB

- ❖ Structured finance agreements.
- ❖ Loans from third parties (including banks).
- ❖ Suretyship agreements.
- ❖ Security agreements, guarantees and indemnities, including notarial bond agreements.
- ❖ Agreements restricting the trading activities of SAB.
- ❖ Agency, management and distribution agreements.
- ❖ Sponsorship agreements.
- ❖ Marketing agreements, including marketing and event management plans, promotional brochures and publications, media releases and brand information.
- ❖ Royalty agreements.
- ❖ Agreements in terms of which SAB is a member of a joint venture, consortium, partnership, incorporated or unincorporated association, and shareholders' agreements of another entity, which SAB is a party to.
- ❖ Supply agreements.
- ❖ Agreements with wholesalers, retailers and customers of SAB.
- ❖ Confidentiality and/or non-disclosure agreements.

- ❖ Any other agreements.

Correspondence

- ❖ Correspondence of SAB, including internal and external memoranda.

Information relating to legal proceedings

- ❖ Records relating to legal proceedings involving SAB.

Environmental records

- ❖ Environmental impact assessments and documents pertaining to studies conducted in this regard.
- ❖ Agreements pertaining to environmental issues.
- ❖ Policy of SAB regarding environmental issues.
- ❖ Environmental performance indicators.

Research and scientific or technical information of SAB

- ❖ Documentation pertaining to research conducted by SAB.
- ❖ Scientific and/or technical information in the possession of SAB.

Other information

- ❖ Building plans of SAB.
- ❖ Quality assurance and control policy documents.
- ❖ Customer profiles.

The request procedures

Form of request:

- ❖ The requester must use the prescribed form to make the request for access to a record. This must be made to the head of SAB. This request must be made to the address, fax number or electronic mail address of the head of SAB.
- ❖ The requester must provide sufficient detail on the request form to enable the head of SAB to identify the record and the requester. The requester should also indicate which form of access is required. 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 as to 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 submit proof of the capacity in which the requester is making the request to the satisfaction of the head of SAB.

Fees:

- ❖ The head of SAB will notify the requester (other than a personal requester) by notice, requiring the requester to pay the fee of R50 before further processing the request. A personal requester does not pay such fee.
- ❖ The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- ❖ The head of SAB will then make a decision on the request and notify the requester in the required form.
- ❖ If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that had exceeded the prescribed hours to search and prepare the record for disclosure.

Availability of the manual:

The manual is available for inspection at the offices of SAB free of charge and on the SAB web site, www.sab.co.za. Copies are also available with the SAHRC and in the Government Gazette.

Prescribed fees and forms in respect of private bodies

The prescribed forms and fees for requests to private bodies are available on the website of the Department of Justice and Constitutional Development: www.doj.gov.za



MINERS CREDIT GUARANTEE (PTY) LTD

Promotion of Access to Information Manual

*In terms of Section 51, Promotion of Access to Information Act
Act 2 of 2000*

MINERS CREDIT GUARANTEE (PTY) LTD**Registration number: 9807816/07**

This manual is prepared in terms of section 51 of the Promotion of Access to Information Act No. 2 of 2000 ("the Act").

INTRODUCTION

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

1. INFORMATION REQUIRED IN TERMS OF SECTION 51(1)(a) OF THE ACT**Contact Details**

Organisation	Miners Credit Guarantee (Pty) Ltd
Status	Private body
The Head	Chief Operations Officer, Martin Bezuidenhout
Postal address	P O Box 1163 Parklands 2121
Physical address	42 Bathgate Bld Cnr of Bath & Baker Street Rosebank Gauteng
Information officer	Tom Miles
Telephone number	(011) 788 2098
Fax number	(011) 788 4963
E-mail address	tom@mcg.co.za
Website	

2. INFORMATION REQUIRED IN TERMS OF SECTION 51(1)(b) OF THE ACT**Guide of The South African Human Rights Commission**

The Human Rights Commission has compiled a guide in terms of section 10 of the Act. It is understood that the guide is to contain information in an easily comprehensible form and nature as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. The regulations were published in the Government Gazette on 15 February 2002 (Notice No. R187).

The guide is available from the South African Human Rights Commission. Please direct any queries to:

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

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

3. INFORMATION REQUIRED IN TERMS OF SECTION 51(1)(c) OF THE ACT

Not applicable

4. INFORMATION REQUIRED IN TERMS OF SECTION 51(1)(d) OF THE ACT

Records are kept in accordance with; *inter alia*, the following legislation:

- Banks Act 94 of 1990
- Companies Act 61 of 1973
- Income Tax Act 58 of 1962
- Unemployment Insurance Act 30 of 1966
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999
- Usury Act 73 of 1968
- Usury Act Exemption Notice
- Magistrates Court Act 59 of 1959
- Financial Intelligence Centre Act 38 of 2001
- South African Reserve Bank Act 90 of 1989
- Long Term Insurance Act 52 of 1998
- Policy Holder Protection Rules

5. INFORMATION REQUIRED IN TERMS OF SECTION 51(1)(e) OF THE ACT

Types of Records Held

Information is classified and grouped according to the following broad categories:

1. Personnel Records
2. Customer Related Records
3. Financial Records
4. Operational Records
5. Databases
6. Marketing Records
7. Internal Correspondence
8. External Correspondences
9. Product Records
10. Statutory Records
11. Internal Policies and Procedures
12. Treasury-related Records
13. Legal Agreements and Records
14. Other Party Records

Procedure to access records

- The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- The requester must complete the prescribed form enclosed herewith in Appendix A, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal, physical address or fax number as stated in point 1 above.
- The prescribed form must be filled in with sufficient detail to enable the Company to identify –
 - a) The record or records requested;
 - b) The identity of the requester;
 - c) Which form of access is required, if the request is granted;
 - d) The postal address or fax number of the requester.

- The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- The institution will process the request within 30 days, unless the requestor has stated special reasons, which would satisfy the Information officer, that circumstances dictate that the above time periods not be complied with.
- The requester shall be informed whether access is granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- The requester must pay the prescribed fee, before any further processing can take place.

Prescribed Form

See Annexure A

Prescribed Fees

See Annexure B

Note that a requester who seeks access to a record containing personal information about that requester is not required to pay the request fee but is required to pay all other fees.

Decision

- The institution will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- The 30 day period with which the institution has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large number of information, or the request requires a search for information held at another office of the institution and the information cannot reasonably be obtained within the original 30 day period. The institution will notify the requester in writing should an extension be sought.

Grounds for Refusal

The main grounds for the institution to refuse a request for information relates to the:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains –
 - Trade secrets of that third party;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - Information disclosed in confidence by a third party to the institution, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which would be regarded as privileged in legal proceedings;
- The commercial activities of the institution, which may include –
 - Trade secrets of the institution;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the institution;
 - Information which, if disclosed, could put the institution at a disadvantage in negotiations or commercial competition;
 - A computer program which is owned by the institution, and which is protected by copyright.
- The research information of the institution or a third party, if its disclosure would disclose the identity of the institution, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

Remedies Available when African Bank Refuses a Request for Information**1. Internal Remedies**

Miners Credit Guarantee does not have an internal appeal procedure. Any decision made by the Information Officer is final. Should the requestor not be satisfied with the answer supplied by the Chief Operations Officer, he/she should exercise the external remedies at their disposal.

2. External Remedies

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

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

6. INFORMATION REQUIRED IN TERMS OF SECTION 51(3) OF THE ACT**Availability of this Manual**

In addition to the availability of this Manual at the South African Human Rights Commission, this manual will be:

- Published in the Government Gazette;
- Made available at our head office

In respect of hard copies, any transmission costs/postage will be for the account of the requester.

Annexure A: PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

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: Miners Credit Guarantee (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. Manual Availability

In addition to the availability of this Manual at the South African Human Rights Commission, hard copies may also be obtained from the Information Officer of Miners Credit Guarantee (Pty) Ltd.

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:

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? 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 _____ 20

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

Annexure B: FEE SCHEDULE

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 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

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

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 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) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such 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 deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

Virgin Active South Africa (Proprietary) Limited**(Registration Number 1993/ 005794/07)**

**THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000.**

Section 51(1)(a)

Business Name: Virgin Active South Africa (Proprietary) Limited

Registered Office: 305 Main Road, Kenilworth, Cape Town, 7700

Postal Address: PO Box 379, Rondebosch, 7701

Directors: Ian Burroughs *, Frank Reed *, Matthew Bucknall *, Peter Norris, Rob Moores *, David Shaw *, Anton De Wet (SA), Christopher Moore (SA) , Patrick Mcall
*Norman Mark Field (SA) , Johannes Hawinkels (SA) *British

Contact Person: Anthony Walter

Telephone Number Of Contact Person: 021 - 7108500

Telefax Number Of Contact Person: 021 - 7108599

E-Mail Address Of Contact Person : anthony.walter@virginactive.co.za

Section 51(1)(b)

To gain access to the Human Rights Commission's guide to the Act, browse using an Internet web browser to <http://www.sahrc.org.za/paia.htm>

Alternatively Call the Human Rights Advice Line on: 086-012-0120

Section 51(1)(c)

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

Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable:

- a) Basic Conditions of Employment Act No. 75 of 1997
- b) Closed Corporation Act No. 69 of 1984
- c) Companies Act No. 61 of 1973
- d) Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- e) Customs and Excise Act No. 91 of 1964
- f) Electronic Communications and Transactions Act No. 25 of 2002
- g) Employment Equity Act No. 55 of 1998
- h) Income Tax Act No. 58 of 1962
- i) Insolvency Act No. 24 of 1936
- j) Labour Relations Act No. 66 of 1995
- k) Occupational Health and Safety Act No. 85 of 1993
- l) Patents Act No. 57 of 1978
- m) Promotion of Access to Information Act No. 2 of 2000
- n) Skills development Levies Act No. 9 of 1999
- o) Trademarks Act No. 194 of 1993
- p) Unemployment Insurance Act No. 30 of 1966
- q) Value – Added Tax Act No. 89 of 1991

Section 51(1)(e)

- a) **Employment Contracts : Availability to be determined upon receipt of request**
- b) **Trade Secrets : Availability to be determined upon receipt of request**
- c) **Domain Name Registrations: Availability to be determined upon receipt of request**
- d) **Tradename Registrations : Availability to be determined upon receipt of request**
- e) **Trademark Registrations : Availability to be determined upon receipt of request**
- f) **Company Documentation : Availability to be determined upon receipt of request**
- g) **Agreements With Suppliers : Availability to be determined upon receipt of request**
- h) **Corporate Sales Agreements: Availability to be determined upon receipt of request**
- i) **Membership Agreements : Availability to be determined upon receipt of request**
- j) **Data Bases Of Members : Availability to be determined upon receipt of request**
- k) **Website Information : Freely Available at <http://www.virginactive.co.za>**

Section 51(1)(f)**FEES IN RESPECT OF REQUESTS FOR INFORMATION****FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 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 R1,10
 - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75
 - (c) For a copy in a computer-readable form on -
 - (i) stiffy disc R7,50
 - (ii) compact disc R70,00
 - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00
 - (ii) For a copy of visual images R60,00
 - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
 - (ii) For a copy of an audio record R30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

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

- (1)(a) For every photocopy of an A4-size page or
part thereof R1,10
- (b) For every printed copy of an A4-size page or part
thereof held on a computer or in electronic or machine-
readable form R0,75
- (c) For a copy in a computer-readable form on -
 - (i) stiffy disc R7,50
 - (ii) compact disc R70,00
- (d) (i) For a transcription of visual images,
for an A4-size page or part thereof R40,00
- (ii) For a copy of visual images R60,00
- (e) (i) For a transcription of an audio record,
for an A4-size page or part thereof R20,00
- (ii) For a copy of an audio record R30,00
- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of
an hour reasonably required for such 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 deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a
requester.

FORM FOR APPLICATION OF INFORMATION
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)

A. Particulars of private body

The Head:

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: _____			
<p><i>Mark the appropriate box with an X.</i></p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which 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>				
<p>1. If the record is in written or printed form:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> copy of record*</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> inspection of record</td> </tr> </table>		<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record	
<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record			
<p>2. If record consists of visual images</p> <p>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> view the images</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> copy of the images*</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> transcription of the images*</td> </tr> </table>		<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*		
<p>3. If record consists of recorded words or information which can be reproduced in sound:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> listen to the soundtrack (audio cassette)</td> <td style="width: 66%; padding: 5px;"><input type="checkbox"/> transcription of soundtrack* (written or printed document)</td> </tr> </table>		<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)	
<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)			
<p>4. If record is held on computer or in an electronic or machine-readable form:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> printed copy of record*</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> printed copy of information derived from the record*</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)</td> </tr> </table>		<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)
<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)		
<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Postage is payable.</td> <td style="width: 15%; padding: 5px; text-align: center;">YES</td> <td style="width: 15%; padding: 5px; text-align: center;">NO</td> </tr> </table>		Postage is payable.	YES	NO
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 _____ 20____

MANUAL

of

RUSHMERE NOACH INCORPORATED

Registration Number: 2002/015382/21

(a Private Body)

(hereinafter "the Company")

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000.

1. **INTRODUCTION**

1.1 The Promotion of Access to Information Act, No. 2 of 2000 (hereinafter "the Act") required every Private Body (as defined in the Act) to

1.1.1 compile a manual (hereinafter "the Manual") containing the information referred to in Section 51(1) of the Act; and

1.1.2 make the Manual available as prescribed in the Act.

1.2 This Manual is compiled to give effect to the Company's obligations in terms of Part 3 of the Act.

2. **INFORMATION IN TERMS OF SECTION 51(1)(a) OF THE ACT**

2.1 Postal Address: PO Box 100
Port Elizabeth
6000
South Africa

2.2 Street Address: 21 Chapel Street
Central
Port Elizabeth
6001
South Africa

2.3 Phone Number: (041) 585 7788

2.4 Facsimile Number: (041) 585 3517

2.5 Electronic Mail Address of Head of the Company: wsa@rushmere.co.za

3. **INFORMATION IN TERMS OF SECTION 51(1)(b) OF THE ACT**

Any person who wishes to exercise any right contemplated in terms of the Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages in terms of Section 10 of the Act from the Human Rights Commission, the details of which are:

The South African Human Rights Commission
Private Bag X2700
HOUGHTON
2041

Telephone Number: (011) 484 8300
Facsimile Number: (011) 484 1360
Website: www.sahrc.org.za
Electronic mail address: plal@sahrc.org.za

4. **INFORMATION IN TERMS OF SECTION 51(1)(c) OF THE ACT**

No information is available on a voluntary basis as contemplated by the above section.

5. **INFORMATION IN TERMS OF SECTION 51(1)(d) OF THE ACT**

The Company holds information/documents in accordance with the following legislation, which list is not exhaustive:

5.1 Income Tax Act No. 58 of 1962

5.2 Value Added Tax Act No. 89 of 1991

5.3 Unemployment Insurance Act No. 63 of 2001

- 5.4 Basic Conditions of Employment Act No. 75 of 1997
- 5.5 Employment Equity Act No. 55 of 1988
- 5.6 Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- 5.7 Insolvency Act No. 24 of 1936
- 5.8 Occupational Health and Safety Act No. 85 of 1993
- 5.9 Attorneys Act No. 53 of 1979
- 5.10 Skills Development Act No. 97 of 1998
- 5.11 Companies Act No. 61 of 1973

6. **INFORMATION IN TERMS OF SECTION 51(1)(e) OF THE ACT**

- 6.1 A requester of information in terms of the Act will be required to comply strictly to the procedures and formalities contemplated in Chapter 3 of Part III of the Act.
- 6.2 A description of
 - 6.2.1 the subjects on which the Company holds records; and
 - 6.2.2 the categories of records held on each subject follows below.

Note that a requester is not automatically allowed access to these records and that access to these records may be refused in accordance with Section 62 – 69 of the Act.

6.2.2.1 Human Resources

- Disciplinary records and documentation pertaining to disciplinary proceedings
- Returns to Unemployment Insurance Fund
- List of employees, full names and identity numbers of employees, contact details of employees, salaries and employee benefits
- Records on clients/contact details

6.2.2.2 Records of Legal Work undertaken for and against clients**6.2.2.3 Financial Records****6.2.2.4 Accounting Records, Books and Documents of the Company****6.2.2.5 Financial Reports of the Company****6.2.2.6 Auditor's Reports in respect of Audits conducted on the Company****6.2.2.7 Details in respect of Accounting Records in respect of the Trust and Business Accounts of the Company****6.2.2.8 Vat Returns****6.2.2.9 Income Tax Returns and Assessments****6.2.2.10 Other Documents and Agreements relating to the taxation and other financial records of the Company**

- 6.2.2.11 **Marketing Material/Advertising Material**
- 6.2.2.12 **Insurance Policies taken out for the benefit of the Company**
- 6.2.2.13 **All documents and records relating to the administration of the Company**

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
["THE ACT"]**

for

MODERN MEAT

1 COMPANY OVERVIEW

Modern Meat is a butchery business, a private body in terms of the Act, dealing with the sale of fresh meat and related products. The business was established in August 2000

2 GENERAL

2.1 Part I - Section 51(1)(a) of the Act

Name of Body	: Modern Meat
Physical Address	: 116 Main Road, Kliptown, 1812
Postal Address	: P O Box 196, Kliptown, 1812
Information Officer	: Ms R Fok
Telephone No	: + 27 11 342-5306/945-3040
Facsimile Transmission	: + 27 11 945-6180
Email	: rosef@icon.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by Modern Meat are categorised by the nature of the content thereof as follows:

2.2.1 Records kept in accordance with other statutory legislation,

2.2.2 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Modern Meat

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 **THE REQUEST PROCEDURE**

3.1 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.2 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
["THE ACT"]
for**

MODERN BUTCHERY

1 COMPANY OVERVIEW

Modern Butchery is a wholesale and retail butchery business, a private body in terms of the Act, dealing with the sale of fresh meat and related products. The business was established in 1986.

2 GENERAL

2.1 Part I - Section 51(1)(a) of the Act

Name of Body	: Modern Butchery
Physical Address	: 22 Union Road, Kliptown, 1812
Postal Address	: P O Box 196, Kliptown, 1812
Information Officer	: Ms R Fok
Telephone No	: +27 11 945-2212
Facsimile Transmission	: +27 11 945-6180
Email	: rosef@icon.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by Modern Butchery are categorised by the nature of the content thereof as follows:

2.2.1 Records kept in accordance with other statutory legislation,

2.2.2 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Modern Butchery

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE**3.1 Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.2 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 Granted: the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
["THE ACT"]**

for

KLIPTOWN MEAT MARKET

1 COMPANY OVERVIEW

Kliptown Meat Market is a butchery business, a private body in terms of the Act, dealing with the sale of fresh meat and related products. The business was established in the late 1960's.

2 GENERAL

2.1 Part I - Section 51(1)(a) of the Act

Name of Body	: Kliptown Meat Market
Physical Address	: 2 Beacon Road, Kliptown, 1812
Postal Address	: P O Box 196, Kliptown, 1812
Information Officer	: Ms R Fok
Telephone No	: +27 11 945-1401
Facsimile Transmission	: +27 11 945-6180
Email	: rosef@icon.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by Kliptown Meat Market are categorised by the nature of the content thereof as follows:

2.2.1 Records kept in accordance with other statutory legislation,

2.2.2 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Kliptown Meat Market

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE**3.1 Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.2 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
["THE ACT"]**

for

ARCHITECTURE BY PAUL MATTHEWS CC

1 COMPANY OVERVIEW

Architecture by Paul Matthews CC [*Registration Number: 2001/008412/23*] ["MATTHEWS"] is registered as a close corporation with limited liability in accordance with the Close Corporation Laws of the Republic of South Africa, a private body in terms of the Act, dealing with architectural design specialising in residential work.

2 GENERAL

2.1 Part I - Section 51(1)(a) of the Act

Name of Body	: Architecture by Paul Matthews CC
Physical Address	: West Block Pinescopes Office Park, corner Witkoppen Road and The Straights, Fourways
Postal Address	: P O Box 238, Cramerview, 2060
Information Officer	: Mr P Matthews
Telephone No	: +27 11 467-6488
Facsimile Transmission	: +27 11 467-6489
Email	: abpm@myconnection.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by Matthews are categorised by the nature of the content thereof as follows:

2.2.1 Records kept in accordance with other statutory legislation,

2.2.2 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Matthews

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE

3.1 Form of Request

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.2 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
["THE ACT"]**

for

DJ INVESTMENTS [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

DJ Investments [Proprietary] Limited ["DJ INVESTMENTS"] is registered as a company with limited liability in accordance with the Company Laws of the Republic of South Africa and is a property owning company established in 1992.

2 GENERAL

2.1 Part I - Section 51(1)(a) of the Act

Name of Body	: DJ INVESTMENTS [PROPRIETARY] LIMITED
Physical Address	: 4 Boero Place, Glenvista, 2091
Postal Address	: P O Box 196, Kliptown, 1812
Information Officer	: Ms R Fok
Telephone No	: +27 11 682-1809
Facsimile Transmission	: +27 11 945-6180
Email	: rosef@icon.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by DJ INVESTMENTS are categorised by the nature of the content thereof as follows:

2.2.1 Records kept in accordance with other statutory legislation,

2.2.2 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of DJ Investments

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE**3.1 Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.2 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 Granted: the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
["THE ACT"]**

for

FAG SOUTH AFRICA [PROPRIETARY] LIMITED

1 COMPANY OVERVIEW

FAG South Africa [Proprietary] Limited ["FAG-ZA"] is a company, a private body in terms of the Act, dealing with matters with which a distributor of bearings and related products within the Republic of South Africa would be expected to deal.

2 GENERAL

2.1 Part I - Section 51(1)(a) of the Act

Name of Body	: FAG South Africa [Proprietary] Limited
Physical Address	: 1 End Street, City & Suburban, Johannesburg, 2001
Postal Address	: P O Box 10597, Johannesburg, 2000
Information Officer	: Mr P Hill
Telephone No	: +27 11 334-1642
Facsimile Transmission	: +27 11 334-2113
Email	: hill_p@za.fag.com

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by FAG-ZA are categorised by the nature of the content thereof as follows:

2.2.1 Records kept in accordance with other statutory legislation.

2.2.2 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of FAG-ZA

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 THE REQUEST PROCEDURE**3.1 Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.2 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 PROCEDURE OF DECISION MAKING PROCESS

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 Granted: the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 THIRD PARTIES

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 GROUND FOR REFUSAL OF A REQUEST

Grounds for refusal are as set out in the Act.

7 RIGHTS OF APPEAL

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

DR. AJ DE WEERD

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.

Dr. AJ de Weerd is a private body whose principal business is an osteoporosis clinic. As such, the details required in order for a requester of information to obtain or apply for information which Dr. AJ de Weerd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Dr. AJ de Weerd has duly authorised Dr. AJ de Weerd 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: Dr. AJ de Weerd
Head of Body: Dr. AJ de Weerd
Postal address: PO Box 34927
GLENSTANTIA
0910
Street address: Room 26
Pretoria East Hospital
GARSFONTEIN, 0042
Telephone: +27 12 998 9067/8
Facsimile: +27 12 998 9066
Information Officer: Dr. AJ de Weerd
Contact details of Information Officer: (s) Phone: +27 12 998 9067/8
(b) Fax: +27 12 998 9066

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
HOUTHOUTON
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 DR. AJ DE WEERD 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 Dr. AJ de Weerd to the Minister and no such notice has therefore been published.

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

Dr. AJ de Weerd keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- 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 DR. AJ DE WEERD 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 Dr. AJ de Weerd

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Price lists

5.2.2 Movable and Immovable Property

- Asset Registers

5.2.3 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External auditors report
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- Financial commitments
- VAT returns

5.2.4 Human Resources

- Employee personal details
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE records

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.

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

Full copies of this manual is available for inspection, free of charge, at the offices of Dr. AJ de Weerd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

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

DR. MD CARSTENS

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.

Dr. MD Carstens is a private body whose principal business is that of a dentist. As such, the details required in order for a requester of information to obtain or apply for information which Dr. MD Carstens holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Dr. MD Carstens has duly authorised Dr. MD Carstens 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: Dr. MD Carstens
Head of Body: Dr. MD Carstens
Postal address: PO Box 101260
MORELETTA PARK
0044
Street address: No. 37 Castle Walk Shopping Centre
Cor Nossob and Louis Street
ERASMUSKLOOF
Telephone: +27 12 347 2244
Facsimile: +27 12 347 2424
Information Officer: Dr. MD Carstens
Contact details of Information Officer: (a) Phone: +27 12 347 2244
(b) Fax: +27 12 347 2424

1

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 DR. MD CARSTENS 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 Dr. MD Carstens to the Minister and no such notice has therefore been published.

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

Dr. MD Carstens keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1996
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 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 DR. MD CARSTENS 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,

2

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 Dr. MD Carstens

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Price lists

5.2.2 Movable and Immovable Property

- Asset Registers

5.2.3 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External auditors report
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- Financial commitments
- VAT returns

3

5.2.4 Human Resources

- Employment Contracts
- Employee personal details
- Curriculum Vitae
- Recruitment and appointment documentation
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE 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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Dr. MD Carstens (see details above); copies are also available from the South African Human Rights Commission, from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za).

4

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

DI CICCO AND BUITENDAG CC Registration Number: CK 97/40809/23

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.

Di Cicco and Buitendag CC is a private body whose principal business is that of town planners. As such, the details required in order for a requester of information to obtain or apply for information which Di Cicco and Buitendag CC holds, is contained hereunder.

PARTICULARS IN TERMS OF SECTION 51

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

The members of Di Cicco and Buitendag CC have duly authorised Mr. WHF Buitendag 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:	Di Cicco and Buitendag CC		
Head of Body:	Mr. WHF Buitendag		
Postal address:	PO Box 28741 KENSINGTON 2101		
Street address:	151 Derby Road KENSINGTON 2101		
Telephone:	+27 11 622 5570		
Facsimile:	+27 11 622 5560		
E-Mail:	voges@cybersurf.co.za		
Information Officer:	Mr. WHF Buitendag		
Contact details of Information Officer:	(a) Phone:	+27 11 622 5570	
	(b) Fax:	+27 11 622 5560	
	(c) E-Mail:	voges@cybersurf.co.za	

1

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
HOUTGTON
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 DI CICCO AND BUITENDAG 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 Di Cicco and Buitendag 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)]

Di Cicco and Buitendag CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- 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 DI CICCO AND BUITENDAG 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 Di Cicco and Buitendag CC

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Incorporation documents

5.2.2 Movable and Immovable Property

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

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
- Banking details
- Bank statements
- Financial commitments
- VAT returns

3

5.2.4 Human Resources

- PAYE records

5.2.5 Procurement

- 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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za)

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

BOSKOOP NURSERY

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.

Boskoop Nursery is a private body whose principal business is that of a nursery. As such, the details required in order for a requester of information to obtain or apply for information which Boskoop Nursery holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Boskoop Nursery has duly authorised Mr. J van Bergen 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: Boskoop Nursery
Head of Body: Mr. J van Bergen
Postal address: PO Box 73393
LYNNWOOD RIDGE
0049
Street address: Lynnwood Road
THE WILLOWS
0040
Telephone: +27 12 807 4114
Facsimile: +27 12 807 1920
Information Officer: Mr. J van Bergen
Contact details of Information Officer: (a) Phone: +27 12 807 4114
(b) Fax: +27 12 807 1920

1

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 BOSKOOP NURSERY 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 Boskoop Nursery to the Minister and no such notice has therefore been published.

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

Boskoop Nursery keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- 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

2

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY BOSKOOP NURSERY 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 Boskoop Nursery

5.2.1 Operational Information

- Marketing material
- Price lists

5.2.2 Movable and Immovable Property

- Asset Registers

5.2.3 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- Vat returns

3

5.2.4 Human Resources

- Personnel Files
- Leave, Sick leave, maternity and special leave records
- PAYE 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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za)

4

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

BETA APPLIANCES

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.

Beta Appliances is a private body whose principal business is the purchasing and selling of appliances. As such, the details required in order for a requester of information to obtain or apply for information which Beta Appliances holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Beta Appliances has duly authorised Mr. J Strydom 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: Beta Appliances
Head of Body: Mr. J Strydom
Postal address: PO Box 546
PIET RETIEF
2380
Street address: 17 Smit Street
PIET RETIEF
2380
Telephone: +27 17 826 0265
Facsimile: +27 17 826 0265
Information Officer: Mr. J Strydom
Contact details of Information Officer: (a) Phone: +27 17 826 0265
(b) Fax: +27 17 826 0265

1

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 BETA APPLIANCES 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 Beta Appliances to the Minister and no such notice has therefore been published.

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

Beta Appliances keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY BETA APPLIANCES 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 Beta Appliances

5.2.1 Operational Information

- Client Information
- Contracts with clients and suppliers
- Price lists

5.2.2 Movable and Immovable Property

- Asset Registers

5.2.3 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- Vat returns

5.2.4 Human Resources

- Curriculum Vitae
- Personnel Files
- Leave, sick leave, maternity and special leave records

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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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za).

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

BABELEGI TRANSPORT (PTY) LTD **Registration Number: 88/0407**

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.

Babelegi Transport (Pty) Ltd is a private body whose principal business is machine moving and rigging. As such, the details required in order for a requester of information to obtain or apply for information which Babelegi Transport (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Babelegi Transport (Pty) Ltd have duly authorised Mr. UM Theron 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:	Babelegi Transport (Pty) Ltd		
Head of Body:	Mr. UM Theron		
Postal address:	PO Box 52425 FOURIESRUIS 0024		
Street address:	131 Eoules Str. PRETORIA NORTH 0182		
Telephone:	+27 12 546 0786		
Facsimile:	+27 12 546 0786		
Information Officer:	Mr. UM Theron		
Contact details of Information Officer:	(a) Phone:	+27 12 546 0786	
	(b) Fax:	+27 12 546 0786	

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 BABELEGI TRANSPORT (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 Babelegi Transport (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)]

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

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1996
- 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 BABELEGI TRANSPORT (PTY) LTD 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 Babelegi Transport (Pty) Ltd

5.2.1 Operational Information

- Client information
- Resolutions
- Contracts with clients and suppliers
- 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

5.2.3 Financial Records

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

- External auditors report
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- VAT returns
- Insurance records

5.2.4 Human Resources

- Employee personal details
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE records
- Job descriptions

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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za).

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

AZART CC

Registration Number: CK 97/17321/23

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.

Azart CC is a private body whose principal business is the moulding and casting of ornaments and product development. As such, the details required in order for a requester of information to obtain or apply for information which Azart CC holds, is contained hereunder.

PARTICULARS IN TERMS OF SECTION 51

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

The members of Azart CC have duly authorised Mr. HWC Lilly 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: Azart CC
Head of Body: Mr. HWC Lilly
Postal address: PO Box 32289
OLENSTANTIA
0010
Street address: 569 Gerhard Manis Street
OLENSTANTIA
0010
Telephone: +27 12 998 8069
Facsimile: +27 12 998 8069
Information Officer: Mr. HWC Lilly
Contact details of Information Officer: (a) Phone: +27 12 998 8069
(b) Fax: +27 12 998 8069

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 AZART 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 Azart 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)]

Azart CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- 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 58 OF 1967
- SKILLS DEVELOPMENT ACT 9 OF 1999

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY AZART 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 Azart CC

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Incorporation documents

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors reports
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bank statements

5.2.3 Human Resources

- PAYE 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)]

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

However, it should be noted that the manual accessible in the Government Gazette, does not include the request forms or the structure. The request forms and the structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za)

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

AP VLAG LAND SURVEYORS

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.

AP Vlag Land Surveyors is a private body whose principal business is that of land surveying. As such, the details required in order for a requester of information to obtain or apply for information which AP Vlag Land Surveyors holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of AP Vlag Land Surveyors has duly authorised Mr. AP Vlag 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: AP Vlag Land Surveyors
Head of Body: Mr. AP Vlag
Postal address: PO Box 11 983
HATFIELD
0028
Street address: 285 Hay Street
BROOKLYN
0181
Telephone: +27 12 362 4903
Facsimile: +27 12 342 3198
Information Officer: Mr. AP Vlag
Contact details of Information Officer: (a) Phone: +27 12 362 4903
(b) Fax: +27 12 342 3198

1

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 AP VLAG LAND SURVEYORS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(3). [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 AP Vlag Land Surveyors to the Minister and no such notice has therefore been published.

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

AP Vlag Land Surveyors keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- 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 AP VLAG LAND SURVEYORS 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]

2

- 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 AP Vlag Land Surveyors

5.2.1 Operational Information

- Client Information
- Contracts with clients and suppliers

5.2.2 Movable and Immovable Property

- Asset Registers

5.2.3 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- Vat returns

5.2.4 Human Resources

- Employee personal details
- Personnel Files
- PAYE records

3

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 AP Vlag Land Surveyors (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

4

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

**AAPIESKRAAL INVESTMENTS (PTY) LTD
Registration Number: 98/18869/07**

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.

Aapieskraal Investments (Pty) Ltd is a private body whose principal business is farming operations. As such, the details required in order for a requester of information to obtain or apply for information which Aapieskraal Investments (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Aapieskraal Investments (Pty) Ltd have duly authorised Mr. MP Falk 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: Aapieskraal Investments (Pty) Ltd
Head of Body: Mr. MP Falk
Postal address: PO Box 101
Kooxoeskop
THABAZIMBI, 0361
Street address: Plaas Aapieskraal
Kooxoeskop
THABAZIMBI, 0361
Telephone: +27 14 785 0697
Facsimile: +27 14 785 0525
Information Officer: Mr. MP Falk
Contact details of Information Officer: (a) Phone: +27 14 785 0697
(b) Fax: +27 14 785 0525

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 AAPIESKRAAL INVESTMENTS (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 Aapieskraal Investments (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)]

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

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 139 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 AAPIESKRAAL INVESTMENTS (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 Aapieskraal Investments (Pty) Ltd

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Memorandum and Articles of Association
- Share register
- Register of list of directors
- Minutes of General Meetings

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors reports
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bank statements
- Financial commitments
- VAT returns

5.2.3 Movable and Immoveable Property

- Asset registers
- Mortgage bonds, lease, notarial bonds and other securities
- Maintenance

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)]

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

However, it should be noted that the manual accessible 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.dof.gov.za)

Moorreesburgse Koringboere (Pty) Ltd

(Registration Number 1999/007729/07)

and various of its subsidiaries

("MKB")

MANUAL

prepared in accordance with s 51 of

The Promotion of Access to Information Act, 2 of 2000

(the "ACT")

Compiled by the Company Secretary

December 2002

With acknowledgements to:

1. The South African Human Rights Commission
2. The Department of Justice and Constitutional Development
3. The Executive Management of MKB

<u>INDEX</u>	<u>Page</u>
1. Introduction	3
2. Definitions	3
3. Contact Details	4
4. Guidance in terms of section 10 of the Act	5
5. Notice(s) in terms of section 52(2) of the Act	6
6. Information / documents available in accordance with other legislation	6
7. Information / documents held by MKB in terms of the Act	7
8. Other information	8
9. Availability of the Manual	8
10. Form of request	9
11. Prescribed fees	9
12. Decision	10
13. List of subsidiaries of MKB	10

1. INTRODUCTION

1.1 General

MKB conducts business as a commercial grain silo owner, marketer and financier of farming requisites, provider of production credit and agent for crop, short-term and credit insurance.

1.2 Purpose of the Manual

This Manual is intended to foster and proclaim MKB's commitment to fostering a culture of transparency and accountability within the organisation as a whole, by giving effect to the right to access of information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect their rights. In addition, the Manual is also to assist potential requestors as to the procedure to be followed when requesting access to information / documents from MKB as contemplated in terms of the Act.

In order to promote the effective governance of all private institutions, MKB recognizes the fundamental requirement that all people of South Africa be empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to all institutions, whether those institutions are of a private or public nature.

In following the example set out in terms of Section 36 of the Constitution of South Africa, No.108 of 1996, Section 9 of the Act recognizes that such right to access information cannot be unlimited and should be subject to justifiable limitations.

A requester is advised to contact the Information Officer, Eugene Koekemoer, (vide Part I, Section 3, *infra*) should he/she require any assistance in respect of the utilization of this Manual and/or the requesting of documents/information from MKB.

1.3 Amendments

The Manual may be amended from time to time. As soon as any amendments have been finalized, the latest version of the Manual will be made public.

2. DEFINITIONS

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

"the Act" means the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;

"Client" refers to any natural or juristic entity that receives services from or does business with MKB, and *"customer"* has a similar meaning;

"Employees"	refer to any person who works for or provides services to or on behalf of the institution, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the institution. This includes, without limitation, the directors, all permanent, temporary, and part-time staff, as well as contract workers.
"Information Officer"	means a person or persons acting on behalf of MKB and which is responsible for discharging the duties and responsibilities assigned to the "head" of MKB as prescribed in terms of this Act, and includes a Deputy Information Officer;
"the/this Manual"	means this Manual together with all annexures thereto as available at the offices of MKB from time to time;
"MKB"	means Moorreesburgse Koringboere (Pty) Ltd, and various of its subsidiaries as set out in Part VII, Section 13 on page 10 of this manual;
"Requester"	means any person making a request for access to a record that is under the control of MKB;
"SAHRC"	means the South African Human Rights Commission;
"Third party"	means any natural or juristic person other than the requester or such party acting on behalf of the requester, or MKB itself.

PART I

3. CONTACT DETAILS

3.1 Information Officer	:	Eugene Koekemoer
Postal Address	:	PO Box 30 Moorreesburg 7310
Physical Address	:	cor. Main & Long Streets Moorreesburg
Telephone Number	:	(022) 433 8305
Fax number	:	(022) 433 2956
E-mail	:	<u>eugene@mkb.co.za</u>
3.2 Deputy Information Officer	:	Helga Louw
Postal Address	:	PO Box 30 Moorreesburg

- Physical Address : cor. Main & Long Streets
Moorreesburg
- Telephone Number : (022) 433 8305
- Fax number : (022) 433 2956
- E-mail : helga@mkb.co.za
- 3.3 General Information**
- Name of body : MKB (Pty) Ltd
- General Manager : Johann Joubert
- Physical Address : cor. Main & Long Streets
Moorreesburg
- Postal Address : PO Box 30
Moorreesburg
7310
- Telephone Number : 022 – 4338300
- Fax Number : 022 – 4332956
- E-mail : mkb@mkb.co.za

PART II

4. GUIDANCE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) 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. As at date hereof, the SAHRC has not yet compiled a Guide referred to in Section 10 of the Act.

The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this Guide must be directed to:

The South African Human Rights Commission
PAIA Unit (The Research and Documentation Department)
Private Bag X2700
HOUGHTON
2041

Telephone Number : (011) 484 8300

Fax Number : (011) 484 1360

Website : www.sahrc.org.za

E-mail : paia@sahrc.org.za

PART III

5. NOTICES IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

The Minister of Justice is entitled to publish a list of records submitted by MKB to which the public may have access without the necessity of formally applying for access to such records.

The list of records that are freely and voluntarily available and which need not be requested in terms of this Act will be submitted on a periodic basis to the Minister of Justice.

The List of records that MKB holds and which will be freely available to the public are contained in an appendix to the Manual titled "**Appendix 1**".

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

PART IV

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

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

- Constitution of the Republic of South Africa, No. 108 of 1996
- Companies Act, No. 61 of 1973
- Income Tax Act, No. 58 of 1962 (Section 75)
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Insolvency Act, No. 24 of 1936 (Sections 134 and 155)
- Customs and Excise Act, No. 91 of 1964
- Stamp Duties Act, No. 77 of 1968
- Tobacco Products Control Act, No. 83 of 1993
- Short Term Insurance Act, No. 53 of 1998
- Credit Agreement Act, No. 9 of 1985
- Usury Act, No. 73 of 1968
- Unemployment Insurance Act, No. 30 of 1966 (Section 32)
- Unemployment Insurance Contributions Act, No. 4 of 2002
- Basic Conditions of Employment Act, No. 75 of 1997 (Sections 29 & 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)

- Occupational Health and Safety Act, No. 85 of 1993
- Labour Relations Act, No. 66 of 1995
- Skills Development Act, No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999 (Section 13)
- South African Qualifications Act, No. 58 of 1995
- Pension Funds Act, No. 24 of 1956
- The Medical Schemes Act, No. 131 of 1998
- Foodstuffs, Cosmetics and Disinfectants Act, No. 54 of 1972
- Agricultural Products Standards Act, No. 119 of 1990
- Product & Formulations Act, 36 of 1947

7. RECORDS HELD BY MKB IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

This clause is aimed at serving as a reference to the records that MKB holds in order to facilitate a request in terms of the Act.

All information held by MKB is classified and grouped according to records relating to the following subjects and categories:

SUBJECTS	TYPE OF RECORDS
Personnel	Personal records provided by employees of MKB; Records provided by individuals other than employees; Conditions of employment and other employee-related contractual and quasi-legal records; Internal evaluation records and other internal records; Correspondence relating to personnel; Training Schedules and material; and Employee Relations.
Customer/Client/Supplier related Records	Records provided by a customer/client/supplier to MKB; Records provided by a customer/client/supplier to a third party acting for or on behalf of MKB; Records provided by third parties to MKB; and Records generated by or within MKB relating to its customers/clients/suppliers.
Records relating to MKB	Financial Records; Operational Records; Databases; Information Technology; Marketing Material & - Records; Internal Correspondence; Product related Records; Technological Records Statistical Records; Insurance Records; Product Records; Statutory Records; Public Relations Records; Internal Policies and Procedures;

	Securities & Equities; Records held by Officials of MKB; Minutes & Agendas of Meetings; Reports; and Business Information.
Other records	Employee-, Customer/Client-, Supplier-, and records relating to MKB itself, which are held by another party; as opposed to being held by MKB itself; Records held by the institutions pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by other parties, and records that third parties have provided which relate to contractors and suppliers; and MKB may possess records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary/holding companies, joint venture companies and service providers. Alternatively, such other parties may possess records that can be said to belong to MKB.

It is recorded and confirmed that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requester subject to the provisions of the Act.

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

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

PART V

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

This Manual is made available in terms of Regulation R.187 of 15 February 2002.

It is currently also available in hard copy for inspection from the Information Officer at the offices of MKB, free of charge.

The Manual is further available at the SAHRC and shall be published in English in the *Government Gazette*.

It should be noted, however, 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.doj.gov.za) (under regulations).

10. FORM OF REQUEST

To facilitate the processing of a request, kindly:

- Use the prescribed form (vide Section 9 above)
- Address the request to the Company Secretary
- Provide sufficient details to enable the COMPANY to identify
 - The record(s) requested;
 - The requester (and if an agent is lodging the request, proof of capacity);
 - The form of access required;
 - The postal address or fax number of the requester in the Republic;
 - If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - The right, which the requester is seeking to exercise or protect, with an explanation of the reason the record is required to exercise or protect the right.

The attention of requesters are drawn to the following, i.e. that where a request is made to a body in terms of the Act, such body is obliged to release the information, **except where the Act expressly provides that the record(s) containing such information may or must not be released.**

11. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- A requester is required to pay the standard fee prescribed by Regulation published in the *Government Gazette* (currently R50.00 – vide Section 9 above) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed 6 (six) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- In calculating an access fee, the following factors will be taken into consideration: reproduction costs, search and preparation time and cost, as well as postal costs;
- Where a deposit has been paid in respect of a request for access, which is subsequently refused, then the Information Officer concerned shall refund the deposit to the requester;
- A requester may lodge an application with a court against the tender / payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid;

- The fee structure is available as set out in Section 9 above.

12. DECISION

The Information Officer or Deputy Information Officer will, within 30 (thirty) days after receipt of the request, decide whether to grant or decline the request and give notice with reasons (if so required by the requester) to the effect.

The 30 (thirty) day period within which the Information Officer has to decide whether to grant or refuse the request, may be extended for a further 30 (thirty) days, if the request is made for a large amount of information, or the request requires a search for information held at another office of MKB and the information cannot reasonably be obtained within the original 30 (thirty) day period.

Unless otherwise required by the requester, MKB will notify the requester in writing should an extension be necessitated.

PART VII

13. VARIOUS SUBSIDIARIES OF MKB

Name	Number
UAT (Pty) Ltd	1969/0018376/07
PFC (Pty) Ltd	2001/020096/07
MKB Versekeringsmakelaars (Pty) Ltd	2000/004222/07
Afrigrain (Pty) Ltd	1996/012583/07
MGB Short Term (Pty) Ltd	2002/006739/07
MKB 1998 (Koõp) Bpk	846

APPENDIX – 1**RECORDS THAT ARE FREELY ACCESSIBLE**

- **Annual Reports**
- **Annual Financial Statements**
- **Marketing Material**
- **Organisational Structures**
- **Product Information**
- **Service Information**
- **Statutory Information**

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
["THE ACT"]**

for

DR GAYLY FOK

1 COMPANY OVERVIEW

Dr Gayly Fok ["DR G FOK"] is a medical practitioner, practising as such as a private body in terms of the Act, dealing with the treatment of humans in her capacity as General Practitioner. The practice was established in 1992 and the registration number of DR G FOK in terms of the South African Medical Association is 24834 and the practice number in terms of the Health Professions Council of South Africa is 1500554.

2 GENERAL

2.1 Part I - Section 51(1)(a) of the Act

Name of Body	: Dr Gayley Fok
Physical Address	: 116 Main Road, Kliptown, 1812
Postal Address	: P O Box 196, Kliptown, 1812
Information Officer	: Ms R Fok
Telephone No	: +27 11 342-5388
Facsimile Transmission	: +27 11 945-6180
Email	: rosef@icon.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by DR G FOK are categorised by the nature of the content thereof as follows:

2.2.1 Records kept in accordance with other statutory legislation,

2.2.2 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of DR G FOK

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za)

2

under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 **THE REQUEST PROCEDURE**

3.1 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.2 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

**MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
["THE ACT"]**

for

MEDICINE CITY PHARMACY

1 COMPANY OVERVIEW

Medicine City Pharmacy ["Medicine City"] is a pharmacy business, a private body in terms of the Act, dealing with the sale of medicines, cosmetics, toiletries, products for babies and related products. The business was established in December 1992 and the Pharmacy Council of South Africa Annual Registration Number for 2003 is Y03662. The registration number of the sole proprietor in terms of the Pharmacy Council of South Africa is 0011474. The registered Practice Number of Medicine City is 6065759.

2 GENERAL

2.1 Part I - Section 51(1)(a) of the Act

Name of Body	: Medicine City Pharmacy
Physical Address	: 116 Main Road, Kliptown, 1812
Postal Address	: P O Box 196, Kliptown, 1812
Information Officer	: Ms R Fok
Telephone No	: +27 11 945-4548
Facsimile Transmission	: +27 11 945-6180
Email	: rosef@icon.co.za

2.2 Part IV - Sections 51(1)(d) and (e) of the Act

For the purposes of this manual and the Act, the records held by Medicine City are categorised by the nature of the content thereof as follows:

2.2.1 Records kept in accordance with other statutory legislation,

2.2.2 When a request is made for information in terms of this manual the Information Officer will take into consideration the appropriate section of the manual held at the physical address to decide whether or not access to any of the information stated above should be given to the requester ["the requester"].

2.3 Part VI - Section 51(3) of the Act

An unabridged version of this manual is available for inspection at the physical address as set out in the Act.

2.4 Part VII - Prescribed form and fee structure in respect of Medicine City

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section and the South African Human Rights Commissioner (www.sahrc.org.za).

3 **THE REQUEST PROCEDURE**

3.1 **Form of Request**

The requester must complete the prescribed form of request as set out in the Act and pay any fees prescribed in the Act and Regulations.

3.2 **Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee.

4 **PROCEDURE OF DECISION MAKING PROCESS**

4.1 The Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

4.1.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.1.2 **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.2 The information officer may extend the period of 30 [THIRTY] days in circumstances prescribed by the Act.

5 **THIRD PARTIES**

If the request is for a record pertaining to a third party, such request shall be dealt with by the Information Officer in terms of the Act.

6 **GROUND FOR REFUSAL OF A REQUEST**

Grounds for refusal are as set out in the Act.

7 **RIGHTS OF APPEAL**

If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

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

PROKURIS (PTY) LTD
Registration Number: 83/09704/07

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.

Prokuris (Pty) Ltd is a private body whose principal business is management consulting services. As such, the details required in order for a requester of information to obtain or apply for information which Prokuris (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Prokuris (Pty) Ltd have duly authorised Mr. RRW Wehrmann 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: Prokuris (Pty) Ltd
Head of Body: Mr. RRW Wehrmann
Postal address: PO Box 72415
LYNNWOOD RIDGE
0040
Street address: 175 Catharina Drive
MURRAYFIELD
0184
Telephone: +27 12 803 9292
Facsimile: +27 12 803 8663
Information Officer: Mr. RRW Wehrmann
Contact details of Information Officer: (a) Phone: +27 12 803 9292
(b) Fax: +27 12 803 8663

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 PROKURIS (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(1). [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 Prokuris (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)]

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

- COMPANIES ACT 61 OF 1973
- 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

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY PROKURIS (PTY) LTD 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 Prokuris (Pty) Ltd

5.2.1 Operational Information

- Client information
- Resolutions
- Marketing material
- Contracts with clients and suppliers
- 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
- 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
- Banking details
- Bank statements
- VAT returns
- Insurance records

3

5.2.4 Human Resources

- Employment contracts
- Employee personal details
- Personnel files
- Leave, sick leave, maternity and special leave reports
- PAYE records

5.2.5 Information Technology

- Agreements relating to computer systems and 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)]

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

However, it should be noted that the manual accessible 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.dof.gov.za)

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

**PRACTI MAN (PTY) LTD
Registration Number: 94/01433/07**

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.

Practi Man (Pty) Ltd is a private body whose principal business is the rental of fixed property and admin services. As such, the details required in order for a requester of information to obtain or apply for information which Practi Man (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Practi Man (Pty) Ltd have duly authorised Dr. MP Munnik 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: Practi Man (Pty) Ltd

Head of Body: Dr. MP Munnik

Postal address: PO Box 48626
HERCULES
0030

Street address: 514 Helen Street
HERCULES
0030

Telephone: +27 12 379 5438/9

Facsimile: +27 12 379 5182

Information Officer: Dr. MP Munnik

Contact details of Information Officer: (a) Phone: +27 12 379 5438/9
(b) Fax: +27 12 379 5182

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 0382

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF PRACTI MAN (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 Practi Man (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)]

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

- COMPANIES ACT 61 OF 1973
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY PRACTI MAN (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 Practi Man (Pty) Ltd

5.2.1 Operational Information

- Client information
- Minutes of Board meetings
- Memorandum and Articles of Association
- Share register
- Register of list of directors
- Minutes of General meetings

5.2.2 Financial Records

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

5.2.3 Movable and Immovable Property

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

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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za)

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

PRACTI HOLD (PTY) LTD
Registration Number: 94/02562/07

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.

Practi Hold (Pty) Ltd is a private body whose principal business is the rental of equipment and property. As such, the details required in order for a requester of information to obtain or apply for information which Practi Hold (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Practi Hold (Pty) Ltd have duly authorised Dr. MP Munnik 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:	Practi Hold (Pty) Ltd
Head of Body:	Dr. MP Munnik
Postal address:	PO Box 48626 HERCULES 0030
Street address:	514 Helen Street HERCULES 0030
Telephone:	+27 12 379 5438/9
Facsimile:	+27 12 379 5182
Information Officer:	Dr. MP Munnik
Contact details of Information Officer:	(a) Phone: +27 12 379 5438/9 (b) Fax: +27 12 379 5182

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 PRACTI HOLD (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 Practi Hold (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)]

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

- COMPANIES ACT 61 OF 1973
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY PRACTI HOLD (PTY) LTD 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 Practi Hold (Pty) Ltd

5.2.1 Operational Information

- Client information
- Minutes of Board meetings
- Memorandum and Articles of Association
- Share register
- Register of list of directors
- Minutes of General meetings

5.2.2 Financial Records

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

5.2.3 Movable and Immovable Property

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

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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za).

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

PC SEKRETARIËLE DIENSTE CC
Registration Number: CK 85/15385/23

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.

PC Sekretariële Dienste CC is a private body whose principal business is the rendering of secretarial services. As such, the details required in order for a requester of information to obtain or apply for information which PC Sekretariële Dienste CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of PC Sekretariële Dienste CC have duly authorised Dr. PC Grey 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:	PC Sekretariële Dienste CC		
Head of Body:	Dr. PC Grey		
Postal address:	PO Box 11345 MAROELANA 0161		
Street address:	33 Elandsloot Road HAZELWOOD 0081		
Telephone:	+27 12 460 5306		
Facsimile:	+27 12 346 2837		
Information Officer:	Dr. PC Grey		
Contact details of Information Officer:	(a) Phone:	+27 12 460 5306	
	(b) Fax:	+27 12 346 2837	

1

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
ROUGHTON
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 PC SEKRETARIËLE DIENSTE 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 PC Sekretariële Dienste 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)]

PC Sekretariële Dienste CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1996
- 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 PC SEKRETARIËLE DIENSTE CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]

2

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 PC Sekretariële Dienste CC

5.2.1 Operational Information

- Client information
- Incorporation documents

5.2.2 Movable and Immovable Property

- Asset Registers

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
- Banking details
- Bank statements
- VAT returns
- Investment records

3

5.2.4 Human Resources

- Employment contracts
- Employee personal details
- Recruitment and appointment documentation
- Personnel files
- Leave, sick leave, maternity and special leave reports
- PAYE records

5.2.5 Information Technology

- Agreements relating to computer systems and 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)]

Full copies of this manual is available for inspection, free of charge, at the offices of PC Sekretariële Dienste CC (see details above), copies are also available from the South African Human Rights Commission, from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

4

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

THE PIETER CORNELIUS GREY TRUST Registration Number: 833/87

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.

The Pieter Cornelius Grey Trust is a private body whose principal business is the investment in fixed property. As such, the details required in order for a requester of information to obtain or apply for information which The Pieter Cornelius Grey Trust holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The trustees of The Pieter Cornelius Grey Trust have duly authorized Dr. PC Grey 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: The Pieter Cornelius Grey Trust
Head of Body: Dr. PC Grey
Postal address: PO Box 11345
MAROELANA
0161
Street address: 33 Elandsloot Road
HAZELWOOD
0081
Telephone: +27 12 460 5306
Facsimile: +27 12 346 2837
Information Officer: Dr. PC Grey
Contact details of Information Officer: (a) Phone: +27 12 460 5306
(b) Fax: +27 12 346 2837

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 THE PIETER CORNELIUS GREY TRUST 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 The Pieter Cornelius Grey Trust to the Minister and no such notice has therefore been published.

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

The Pieter Cornelius Grey Trust keeps information in accordance with the following legislation:

- TRUST PROPERTY CONTROL ACT 66 OF 1965
- INCOME TAX ACT 95 OF 1967

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE PIETER CORNELIUS GREY TRUST 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 The Pieter Cornelius Grey Trust

5.2.1 Operational Information

- Incorporation documents

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors reports
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bond statements
- Financial commitments
- Investment records

5.2.3 Movable and Immovable Property

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

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)]

Full copies of this manual is available for inspection, free of charge, at the offices of The Pieter Cornelius Grey Trust (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

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

**THE JONSSON FAMILY TRUST
Registration Number: 2542/95**

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.

The Jonsson Family Trust is a private body whose principal business is investment holding. As such, the details required in order for a requester of information to obtain or apply for information which The Jonsson Family Trust holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The trustees of The Jonsson Family Trust have duly authorised Mr. P.A.J. Jonsson 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:	The Jonsson Family Trust
Head of Body:	Mr. P.A.J. Jonsson
Postal address:	PO Box 657 RIVONIA 3660
Street address:	143 Leenwenkloof Hartebeeshoek Road BROEDERSTROOM
Telephone:	+27 12 205 1977
Facsimile:	+27 12 205 1595
E-Mail:	futurehorizons@iafrica.com
Information Officer:	Mr. P.A.J. Jonsson
Contact details of Information Officer:	(a) Phone: +27 12 205 1977 (b) Fax: +27 12 205 1595 (c) E-Mail: futurehorizons@iafrica

1

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 THE JONSSON FAMILY TRUST WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 51(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 The Jonsson Family Trust to the Minister and no such notice has therefore been published.

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

The Jonsson Family Trust keeps information in accordance with the following legislation:

- INCOME TAX ACT 95 OF 1967

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE JONSSON FAMILY TRUST 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.

2

- 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 The Jonsson Family Trust

5.2.1 Operational Information

- Incorporation documents

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External auditors report
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- 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.

3

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

Full copies of this manual is available for inspection, free of charge, at the offices of The Jonsson Family Trust (see details above), copies are also available from the South African Human Rights Commission; from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

4

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

PATRICK JONSSON CONSULTANCY CC
Registration Number: CK 93/10306/23

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.

Patrick Jonsson Consultancy CC is a private body whose principal business is management consultants. As such, the details required in order for a requester of information to obtain or apply for information which Patrick Jonsson Consultancy CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Patrick Jonsson Consultancy CC have duly authorised Mr. PAL Jonsson 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: Patrick Jonsson Consultancy CC
Head of Body: Mr. PAL Jonsson
Postal address: PO Box 657
RIVONIA
3600
Street address: 143 Looewenkhoof
Hartbeeshoek Road
BROEDERSTROOM
Telephone: +27 12 205 1977
Facsimile: +27 12 205 1595
E-Mail: futurehorizons@iafrica.com
Information Officer: Mr. PAL Jonsson
Contact details of Information Officer: (a) Phone: +27 12 205 1977
(b) Fax: +27 12 205 1595
(c) E-Mail: futurehorizons@iafrica.com

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 PATRICK JONSSON CONSULTANCY 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 Patrick Jonsson Consultancy 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)]

Patrick Jonsson Consultancy CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- 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 PATRICK JONSSON CONSULTANCY 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 authorized 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 Patrick Jonsson Consultancy 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 Financial Records

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

5.2.4 Information Technology

- Agreements relating to computer systems and programs

5.2.5 Procurement

- 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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Patrick Jonsson Consultancy CC (see details above), copies are also available from the South African Human Rights Commission, from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

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

MICHELE FORTUNE CC
Registration Number: CK 2001/000276/23

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.

Michele Fortune CC is a private body whose principal business is framing and interior decorators. As such, the details required in order for a requester of information to obtain or apply for information which Michele Fortune CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Michele Fortune CC have duly authorised Mrs. M Fortune 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: Michele Fortune CC
Head of Body: Mrs. M Fortune
Postal address: PO Box 82
CORNWALL HILL
0178
Street address: 389 Broadbury Circle
Stand 621, Cornwall Hill
IRENE EXT 10
Telephone: +27 12 667 3787
Facsimile: +27 12 667 3787
Information Officer: Mrs. M Fortune
Contact details of Information Officer: (a) Phone: +27 12 667 3787
(b) Fax: +27 12 667 3787

1

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
ROUGHTON
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 MICHELE FORTUNE 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 Michele Fortune 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)]

Michele Fortune CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995
- 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 ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- SKILLS DEVELOPMENT ACT 9 OF 1999

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY MICHELE FORTUNE CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]

2

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 in 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 Michele Fortune CC

5.2.1 Operational Information

- Client information
- Incorporation documents

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors reports
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bank statements

5.2.3 Human Resources

- Employment contracts
- Employee personal details
- Personnel files

3

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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za)

4

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

MUNTFIN (PTY) LTD
Registration Number: 94/02562/07

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.

Muntnfin (Pty) Ltd is a private body whose principal business is the rental of fixed property and dental practice. As such, the details required in order for a requester of information to obtain or apply for information which Muntnfin (Pty) Ltd holds, is contained hereunder.

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Muntnfin (Pty) Ltd have duly authorised Dr. MP Munnik 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: Muntnfin (Pty) Ltd
Head of Body: Dr. MP Munnik
Postal address: PO Box 48626
HERCULES
0030
Street address: 514 Helen Street
HERCULES
0030
Telephone: +27 12 379 5438/9
Facsimile: +27 12 379 5182
Information Officer: Dr. MP Munnik
Contact details of Information Officers: (a) Phone: +27 12 379 5438/9
(b) Fax: +27 12 379 5182

1

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 MUNTFIN (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 Muntnfin (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)]

Muntnfin (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
- VALUE ADDED TAX ACT 89 OF 1997

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY MUNTFIN (PTY) LTD 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.

2

- 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 Muntnfin (Pty) Ltd

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Minutes of Board meetings
- Memorandum and Articles of Association
- Share register
- Register of list of directors
- Minutes of General meetings

5.2.2 Financial Records

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

5.2.3 Movable and Immoveable Property

- Asset registers
- Agreements of lease with tenants and concessionaires
- Mortgage bonds, Hens, notarial bonds and other securities

3

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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za)

4

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

**MULTI CARE (PTY) LTD
Registration Number: 94/01509/07**

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.

Multi Care (Pty) Ltd is a private body whose principal business is the sale of stationary and medical supplies. As such, the details required in order for a requester of information to obtain or apply for information which Multi Care (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Multi Care (Pty) Ltd have duly authorised Dr. MP Munnik 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:	Multi Care (Pty) Ltd
Head of Body:	Dr. MP Munnik
Postal address:	PO Box 48626 HERCULES 0030
Street address:	514 Helen Street HERCULES 0030
Telephone:	+27 12 379 5438/9
Facsimile:	+27 12 379 5182
Information Officer:	Dr. MP Munnik
Contact details of Information Officer:	(a) Phone: +27 12 379 5438/9 (b) Fax: +27 12 379 5182

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:

**PAJA 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: PAJA@sahrc.org.za

3. CATEGORIES OF RECORDS OF MULTI CARE (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 51(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 Multi Care (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)]

Multi Care (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
- VALUE ADDED TAX ACT 89 OF 1997

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY MULTI CARE (PTY) LTD 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 Multi Care (Pty) Ltd

5.2.1 Operational Information

- Client information
- Minutes of Board meetings
- Memorandum and Articles of Association
- Share register
- Register of list of directors
- Minutes of General meetings

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors reports
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bank statements
- VAT returns

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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za)

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

MONEYLINE 248 (PTY) LTD
Registration Number: 97/21669/07

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.

Moneyline 248(Pty) Ltd is a private body whose principal business is property holding. As such, the details required in order for a requester of information to obtain or apply for information which Moneyline 248(Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Moneyline 248(Pty) Ltd have duly authorized Mr. J Strydom 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: Moneyline 248(Pty) Ltd
Head of Body: Mr. J Strydom
Postal address: PO Box 456
PIET RETIEF
2380
Street address: 17 Smit Street
PIET RETIEF
2380
Telephone: +27 17 826 0265
Facsimile: +27 17 826 1565
Information Officer: Mr. J Strydom
Contact details of Information Officer: (a) Phone: +27 17 826 0265
(b) Fax: +27 17 826 1565

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:

PAJA 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: PAJA@sahrc.org.za

3. CATEGORIES OF RECORDS OF MONEYLINE 248 (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(3). [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 Moneyline 248(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)]

Moneyline 248(Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- INCOME TAX ACT 95 OF 1967

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY MONEYLINE 248 (PTY) LTD 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 authorized 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 Moneyline 248(Pty) Ltd

5.2.1 Operational Information

- Client information
- Resolutions
- Contracts with clients and suppliers
- Memorandum and Articles of Association
- Share register
- Register of list of directors
- Minutes of General meetings

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors reports
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bond statements
- Guarantees and securities
- Financial commitments

5.2.3 Movable and Immovable Property

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

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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Moneyline 248(Pty) Ltd (see details above), copies are also available from the South African Human Rights Commission, from the Government printers.

However, it should be noted that the manual accessible 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.dcj.gov.za).

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

MAGNUM DIGITAL SERVICES

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.

Magnum Digital Services is a private body whose principal business is repairing and maintaining measuring equipment. As such, the details required in order for a requester of information to obtain or apply for information which Magnum Digital Services holds, is contained hereunder.

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Magnum Digital Services has duly authorised Mr P. Wessels 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: Magnum Digital Services
Head of Body: Mr P. Wessels
Postal address: PO Box 6377
ALBERTON NORTH
1456
Street address: 16 Chasewater Street
New Red Ruth
ALBERTON, 1456
Telephone: +27 11 869 9839
Facsimile: +27 11 869 9839
Information Officer: Mr P. Wessels
Contact details of Information Officer: (a) Phone: +27 11 869 9839
(b) Fax: +27 11 869 9839

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 MAGNUM DIGITAL SERVICES 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 Magnum Digital Services to the Minister and no such notice has therefore been published.

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

Magnum Digital Services keeps information in accordance with the following legislation:

- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY MAGNUM DIGITAL SERVICES 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 Magnum Digital Services

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Service contracts with all service providers

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors reports
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bank statements
- Financial commitments
- VAT returns

5.2.3 Movable and Immovable Property

- Asset registers

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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Magnum Digital Services (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

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

LEMKO FAMILIE TRUST Registration Number: 12335/96

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.

Lemko Familie Trust is a private body whose principal business is management services and investments. As such, the details required in order for a requester of information to obtain or apply for information, which Lemko Familie Trust holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The trustees of Lemko Familie Trust 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: Lemko Familie Trust
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@lanfic.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@lanfic.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 LEMKO FAMILY TRUST, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(4). [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 Lemko Familie Trust to the Minister and no such notice has therefore been published.

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

Lemko Familie Trust keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1996
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- SKILLS DEVELOPMENT ACT 9 OF 1999

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY LEMKO FAMILIE TRUST 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 Lemko Familie Trust

5.2.1 Operational Information

- Client information
- Minutes of Board meetings
- Incorporation documents

5.2.2 Movable and Immovable Property

- Asset Registers

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
- VAT returns
- Insurance records
- Investment records

5.2.4 Human Resources

- Employment contracts
- Employee personal details
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE records

3

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)]

Full copies of this manual are available for inspection, free of charge, at the offices of Lemko Familie Trust (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

However, it should be noted that the manual accessible 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.dof.gov.za)

4

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

**THE JOHN BORLAND FAMILY TRUST
Registration Number: 1289/86**

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.

The John Borland Family Trust is a private body whose principal business is property holding. As such, the details required in order for a requester of information to obtain or apply for information which The John Borland Family Trust holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The trustees of The John Borland Family Trust have duly authorised Mr. J Borland 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: The John Borland Family Trust
Head of Body: Mr. J Borland
Postal address: PO Box 11334
HATFIELD
0028
Street address: 386 Central Park Road
LYNNWOOD
0081
Telephone: +27 12 341 6017
Facsimile: +27 12 346 0048
Information Officer: Mr. J Borland
Contact details of Information Officer: (a) Phone: +27 12 341 6017
(b) Fax: +27 12 346 0048

1

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 2001. 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 THE JOHN BORLAND FAMILY TRUST WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(4). [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 The John Borland Family Trust to the Minister and no such notice has therefore been published.

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

The John Borland Family Trust keeps information in accordance with the following legislation:

- INCOME TAX ACT 95 OF 1967
- TRUST PROPERTY CONTROL ACT 66 OF 1965

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE JOHN BORLAND FAMILY TRUST 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.

2

- 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 The John Borland Family Trust

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Incorporation documents

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax returns
- Other documentation relating to taxation

5.2.3 Movable and Immoveable Property

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

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.

3

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

Full copies of this manual is available for inspection, free of charge, at the offices of The John Borland Family Trust (see details above), copies are also available from the South African Human Rights Commission, from the Government printers.

However, it should be noted that the manual accessible 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.dj.gov.za)

4

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

HA SEARLE T/A HA SEARLE MECHANICAL ENGINEER

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.

HA Searle t/a HA Searle Mechanical Engineer is a private body whose principal business is that of a mechanical engineer. As such, the details required in order for a requester of information to obtain or apply for information which HA Searle t/a HA Searle Mechanical Engineer holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of HA Searle t/a HA Searle Mechanical Engineer has duly authorised Mr. HA Searle 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: HA Searle t/a HA Searle Mechanical Engineer
Head of Body: Mr. HA Searle
Postal address: PO Box 7342
HALFWAY HOUSE
1685
Street address: 15 Chris Barnard Street
Vorna Valley
MIDRAND, 1685
Telephone: +27 11 805 2090
Facsimile: +27 11 805 2090
E-Mail: searle@iafrica.com
Information Officer: Mr. HA Searle
Contact details of Information Officer: (a) Phone: +27 11 805 2090
(b) Fax: +27 11 805 2090
(c) E-Mail: searle@iafrica.com

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 HA SEARLE T/A HA SEARLE MECHANICAL ENGINEER 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 HA Searle t/a HA Searle Mechanical Engineer to the Minister and no such notice has therefore been published.

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

HA Searle t/a HA Searle Mechanical Engineer keeps information in accordance with the following legislation:

INCOME TAX ACT 95 OF 1967

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY HA SEARLE T/A HA SEARLE MECHANICAL ENGINEER 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 HA Searle t/a HA Searle Mechanical Engineer

5.2.1 Operational Information

Client information

5.2.2 Financial Records

Accounting record books and documentation
Interim and Annual Financial reports
Details of Auditors
Tax returns
Other documentation relating to taxation
Banking Details
Bank statements

5.2.3 Movable and Immovable Property

Asset registers

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)]

Full copies of this manual is available for inspection, free of charge, at the offices of HA Searle t/a HA Searle Mechanical Engineer (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

However, it should be noted that the manual accessible in the Government Gazette, does not include the request forms or the structure. The request forms and the structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za).

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

THE GARDEN SCENE CC Registration Number: CK 2001/051413/23

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.

The Garden Scene CC is a private body whose principal business is that of a nursery. As such, the details required in order for a requester of information to obtain or apply for information which The Garden Scene CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of The Garden Scene CC have duly authorised Mr. R. Treadler 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: The Garden Scene CC
Head of Body: Mr. R. Treadler
Postal address: PO Box 15032
LYNN EAST
0039
Street address: Waterkloof Lifestyle Centre
Cur Cliff and Muskegat Street
WATERKLOOF RIDGE
Telephone: +27 12 347 4757
Facsimile: +27 12 347 7710
Information Officer: Mr. R. Treadler
Contact details of Information Officer: (a) Phone: +27 12 347 4757
(b) Fax: +27 12 347 7710

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 2760
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 THE GARDEN SCENE 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 The Garden Scene 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)]

The Garden Scene CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995
- 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 THE GARDEN SCENE 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 The Garden Scene CC

5.2.1 Operational Information

- Marketing material
- Contracts with clients and suppliers
- Incorporation documents
- Price lists

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- Vat returns

5.2.3 Human Resources

- Employee personal details
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE 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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za).

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

FLAT 507 NEW CUMBERLAND (PTY) LTD
Registration Number: 97/11116/07

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.

Flat 507 New Cumberland (Pty) Ltd 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 Flat 507 New Cumberland (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Flat 507 New Cumberland (Pty) Ltd have duly authorized Mr. J Borland 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: Flat 507 New Cumberland (Pty) Ltd
Head of Body: Mr. J Borland
Postal address: PO Box 11334
HATFIELD
0028
Street address: 386 Central Park Road
LYNNWOOD
0081
Telephone: +27 12 348 7771
Facsimile: +27 12 346 0048
Information Officer: Mr. J Borland
Contact details of Information Officer: (a) Phone: +27 12 348 7771
(b) 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:

PALA 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: PALA@sahrc.org.za

3. CATEGORIES OF RECORDS OF FLAT 507 NEW CUMBERLAND (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 Flat 507 New Cumberland (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)]

Flat 507 New Cumberland (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- INCOME TAX ACT 95 OF 1967

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY FLAT 507 NEW CUMBERLAND (PTY) LTD 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 Flat 507 New Cumberland (Pty) Ltd

5.2.1 Operational Information

- Company policies
- Resolutions
- Memorandum and Articles of Association
- Share register
- Register of list of directors
- Minutes of general meetings

5.2.2 Movable and Immovable Property

- 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
- Annual Financial reports
- Details of auditors
- External auditors report
- Tax returns
- Other documents relating to taxation

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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Flat 507 New Cumberland (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

However, it should be noted that the manual accessible in the Government Gazette, does not include the request forms or the structure. The request forms and the structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.dcj.gov.za)

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

EUNNOR PROPERTIES CC **Registration Number: CK 88/28382/23**

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.

Eunnor Properties CC is a private body whose principal business is property holding. As such, the details required in order for a requester of information to obtain or apply for information which Eunnor Properties CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Eunnor Properties CC have duly authorised Mr. F Castillo 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: Eunnor Properties CC
Head of Body: Mr. F Castillo
Postal address: PO Box 16845
PRETORIA NORTH
0116
Street address: 293 Koon De La Rey Street
PRETORIA NORTH
0116
Telephone: +27 12 565 6768
Facsimile: +27 12 565 6102
E-Mail: stargen@nwweb.co.za
Information Officer: Mr. F Castillo
Contact details of Information Officer: (a) Phone: +27 12 565 6768
(b) Fax: +27 12 565 6102
(c) E-Mail: stargen@nwweb.co.za

1

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 EUNNOR 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 Eunnor 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)]

Eunnor Properties CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- 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 EUNNOR 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.

2

- 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 Eunnor Properties CC

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Incorporation documents

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bank statements
- Financial commitments

5.2.3 Movable and Immovable Property

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

3

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)]

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

However, it should be noted that the manual accessible 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.doj.gov.za)

4

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

**DUAL INTAKE INVESTMENTS 86 (PTY) LTD
Registration Number: 2000/021691/07**

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.

Dual Intake Investments 86 (Pty) Ltd is a private body whose principal business is the investment in fixed property. As such, the details required in order for a requester of information to obtain or apply for information which Dual Intake Investments 86 (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Dual Intake Investments 86 (Pty) Ltd have duly authorised Dr. HE Brozio 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: Dual Intake Investments 86 (Pty) Ltd
Head of Body: Dr. HE Brozio
Postal address: PO Box 17602
PRETORIA NORTH
0116
Street address: 518 General de Wet Street
PRETORIA NORTH
0182
Telephone: +27 12 546 0785
Facsimile: +27 12 565 6330
Information Officer: Dr. HE Brozio
Contact details of Information Officer: (a) Phone: +27 12 546 0785
(b) Fax: +27 12 565 6330

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:

**PAJA 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: PAJA@sahrc.org.za

3. CATEGORIES OF RECORDS OF DUAL INTAKE INVESTMENTS 86 (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(3). [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 Dual Intake Investments 86 (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)]

Dual Intake Investments 86 (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- INCOME TAX ACT 95 OF 1967

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY DUAL INTAKE INVESTMENTS 86 (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 Dual Intake Investments 86 (Pty) Ltd

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Memorandum and Articles of Association
- Share register
- Register of list of directors
- Minutes of General meetings

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors reports
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bond statements
- Guarantees and securities
- Financial commitments
- Insurance records
- Investment records

5.2.3 Movable and Immoveable Property

- Asset registers
- Agreements of lease with tenants and concessionaires
- Mortgage bonds, Noms, notarial bonds and other securities

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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Dual Intake Investments 86 (Pty) Ltd (see details above), copies are also available from the South African Human Rights Commission, from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

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

DR. DJ REYNEKE

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.

Dr. DJ Reyneke is a private body whose principal business is that of an anaesthetist. As such, the details required in order for a requester of information to obtain or apply for information which Dr. DJ Reyneke holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Dr. DJ Reyneke has duly authorised Dr. DJ Reyneke 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: Dr. DJ Reyneke
Head of Body: Dr. DJ Reyneke
Postal address: PO Box 4976
MIDDELBURG
1050
Street address: 4 Frame Street
Groenkol
MIDDELBURG, 1050
Telephone: +27 13 243 3506
Facsimile: +27 13 243 2845
Information Officer: Dr. DJ Reyneke
Contact details of Information Officer: (a) Phone: +27 13 243 3506
(b) Fax: +27 13 243 2845

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 2709
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 DR. DJ REYNEKE 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 Dr. DJ Reyneke to the Minister and no such notice has therefore been published.

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

Dr. DJ Reyneke keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- 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 DR. DJ REYNEKE 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 Dr. DJ Reyneke

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Price lists

5.2.2 Movable and Immovable Property

- Asset Registers

5.2.3 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- Financial commitments
- Vat returns

5.2.4 Human Resources

- Employment contracts
- Employee personal details
- Recruitment and appointment documentation
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE 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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Dr. DJ Reyneke (see details above), copies are also available from the South African Human Rights Commission, from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

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

DR. TA PRELLER

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.

Dr. TA Preller is a private body whose principal business is that of a general practitioner. As such, the details required in order for a requester of information to obtain or apply for information which Dr. TA Preller holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Dr. TA Preller have duly authorised Dr. TA Preller 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: Dr. TA Preller
Head of Body: Dr. TA Preller
Postal address: PO Box 3140
MONTANA PARK
0159
Street address: No. 26 Montana Corner
Cnr Dr. Swanepeel and Zambesi Drive
MONTANA PARK, 0159
Telephone: +27 12 548 5194
Facsimile: +27 12 548 5197
E-Mail: tapreller@nwweb.co.za
Information Officer: Dr. TA Preller
Contact details of Information Officer: (a) Phone: +27 12 548 5194
(b) Fax: +27 12 548 5197
(c) E-Mail: tapreller@nwweb.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 DR. TA PRELLER 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 Dr. TA Preller to the Minister and no such notice has therefore been published.

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

Dr. TA Preller keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1993
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1996
- 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 DR. TA PRELLER 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 Dr. TA Preller

5.2.1 Operational Information

- Client information
- Marketing material
- Price lists

5.2.2 Movable and Immovable Property

- Asset Registers

5.2.3 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements

- Vat returns
- Insurance records

5.2.4 Human Resources

- Employee personal details
- Leave, sick leave, maternity and special leave records
- PAYE 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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Dr. TA Preller (see details above); copies are also available from the South African Human Rights Commission, from the Government printers.

However, it should be noted that the manual accessible in the Government Gazette, does not include the request forms or the structure. The request forms and the structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za)

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

DR. MP MUNNIK

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.

Dr. MP Munnik is a private body whose principal business is that of a dentist. As such, the details required in order for a requester of information to obtain or apply for information which Dr. MP Munnik holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Dr. MP Munnik has duly authorised Dr. MP Munnik 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: Dr. MP Munnik
Head of Body: Dr. MP Munnik
Postal address: PO Box 48626
HERCULES
0030
Street address: 514 Helen Street
HERCULES
0030
Telephone: +27 12 379 5438/9
Facsimile: +27 12 379 5182
Information Officer: Dr. MP Munnik
Contact details of Information Officer: (a) Phone: +27 12 379 5438/9
(b) Fax: +27 12 379 5182

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 DR. MP MUNNIK 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 Dr. MP Munnik to the Minister and no such notice has therefore been published.

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

Dr. MP Munnik keeps information in accordance with the following legislation:

- LABOUR REALITIONS ACT 66 OF 1995
- 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 DR. MP MUNNIK 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 Dr. MP Munnik

5.2.1 Operational Information

- Client information
- Price lists

5.2.2 Movable and Immoveable Property

- Asset Registers
- 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 documentation relating to taxation
- Banking details
- Bank statements
- Financial commitments
- VAT returns
- Insurance records

5.2.4 Human Resources

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

5.2.5 Information Technology

- Agreements relating to computer systems and 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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Dr. MP Munnik (see details above), copies are also available from the South African Human Rights Commission, from the Government printers.

However, it should be noted that the manual accessible 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.doj.gov.za)

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

DR. PC GREY

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.

Dr. PC Grey is a private body whose principal business is that of a medical practitioner. As such, the details required in order for a requester of information to obtain or apply for information which Dr. PC Grey holds, is contained hereunder.

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Dr. PC Grey has duly authorised Dr. PC Grey 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: Dr. PC Grey
Head of Body: Dr. PC Grey
Postal address: PO Box 11345
MAROBLANA
0161
Street address: 33 Elandsdlaagte Road
HAZELWOOD
0081
Telephone: +27 12 460 5306
Facsimile: +27 12 346 2837
Information Officer: Dr. PC Grey
Contact details of Information Officer: (a) Phone: +27 12 460 5306
(b) Fax: +27 12 346 2837

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:

PALA 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: PALA@sahrc.org.za

3. CATEGORIES OF RECORDS OF DR. PC GREY 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 Dr. PC Grey to the Minister and no such notice has therefore been published.

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

Dr. PC Grey keeps information in accordance with the following legislation:

- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY DR. PC GREY 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 Dr. PC Grey

5.2.1 Operational Information

- Client Information
- Price lists

5.2.2 Movable and Immovable Property

- Asset Registers

5.2.3 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- Tax returns
- Other documentation relating to taxation
- Banking details
- Bank statements
- Financial commitments
- Vat returns
- Insurance records

5.2.4 Information Technology

- Agreements relating to computer systems and 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)]

Full copies of this manual is available for inspection, free of charge, at the offices of Dr. PC Grey (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

However, it should be noted that the manual accessible 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.dj.gov.za)

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

REBAH CONSTRUCTION CC Registration Number: CK 97/61730/23

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.

Rebah Construction CC is a private body whose principal business is construction of housing projects. As such, the details required in order for a requester of information to obtain or apply for information which Rebah Construction CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Rebah Construction CC have duly authorised Mr. MP Falk 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: Rebah Construction CC
Head of Body: Mr. MP Falk
Postal address: PO Box 101
Koofoeskop
THABAZIMBI, 0361
Street address: Plaas Aupieskraal
Koofoeskop
THABAZIMBI, 0361
Telephone: +27 14 785 0697
Facsimile: +27 14 785 0525
Information Officer: Mr. MP Falk
Contact details of Information Officer: (a) Phone: +27 14 785 0697
(b) Fax: +27 14 785 0525

1

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 REBAH CONSTRUCTION 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 Rebah Construction 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)]

Rebah Construction CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY REBAH CONSTRUCTION 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.

2

- 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 Rebah Construction CC

5.2.1 Operational Information

- Client information
- Contracts with clients and suppliers
- Incorporation documents

5.2.2 Financial Records

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors reports
- Tax returns
- Other documentation relating to taxation
- Banking Details
- Bank statements
- VAT returns

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.

3

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

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

However, it should be noted that the manual accessible 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.doj.gov.za).

4

**MANUAL IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

ATTORNEYS INSURANCE INDEMNITY FUND ("AIF")

1. STRUCTURE & FUNCTIONS

History

In 1979, the Attorneys Fidelity Fund ("the Fund"), which was established in terms of the Attorneys Act of 1979, as amended, was, through an amendment to the Legal Practitioners Fidelity Fund Act 19 of 1949, enabled to pay an insurance premium to protect legal practitioners against claims arising out of their negligence. The Fund has procured professional indemnity insurance cover for the benefit of all legal practitioners practising within the Republic of South Africa, since the aforementioned amendment came into effect. The premiums payable have been disbursed by the Fund out of its revenue.

Insurance arrangements

The initial insurance cover was for an amount of R30 000.00 per practice. In the mid-1980's, the cost of providing the minimal cover of R30 000.00 per practice was becoming prohibitive. An alternative burning cost insurance agreement scheme was devised and adopted by the Fund in 1987.

In 1991 the Attorneys Act was amended so that in terms of Section 40A-
The Board of Control of the Fund may

- "(a)(i) acquire or form and administer, a public company or;
- ii)...

so as to provide insurance cover subject to the provisions of the Insurance Act, 1943 (Act Number 27 of 1943) to practitioners in respect of claims which may proceed from the professional conduct of such practitioners".

Since 1987, the Professional Indemnity Insurance Scheme cover has increased from an amount of R30 000.00 to amounts ranging between R1 000 000.00 to R2 000 000.00 per annum per practice. Because of the rapid growth in cover and the experience gained by the Fund, it was decided that it would be in the best interests of legal practitioners that the structure and administration of their professional indemnity insurance be conducted in a special purpose vehicle dedicated solely to the insurance needs of the profession. The Attorneys Insurance Indemnity Fund ("the AIF") was therefore formed as a Section 21 Company for the enhancement and benefit of the legal profession in South Africa. It was believed that it would also be to the benefit of the general public.

More recently, the Attorneys Act has again been amended (in terms of the Judicial Matters Amendment Act 2002) by the insertion of Section 40B which states that:

"The board of control may enter into a contract with a company or a scheme contemplated in Section 40A (a) or any company carrying on professional indemnity insurance business in the Republic for the provision of group professional indemnity insurance to practitioners to the extent and in the manner provided for in such contract."

In terms of the aforementioned amendment act, the following section was substituted for Section 43 of the Attorneys Act:

"Contributions to fund by practitioners

43(1)(a) subject to the provisions of this Section, every practitioner, practising on his or her account or in partnership, shall annually when he or she applies for a fidelity fund certificate, pay

- (i) such amount as may be fixed by the board of control from time to time in respect of group professional indemnity insurance arranged by the board of control pursuant to the provisions of section 40B; ...

Claims and administration

Since 1987, the Fund has retained Glenrand MIB (previously Glenvaal) Professional Services (Pty) Limited to manage the Scheme.

2. CONTACT PARTICULARS**Attorneys Insurance Indemnity Fund**

6th Floor, Waalburg Building
Cnr Wale & Burg Streets
Cape Town
8001

P O Box 3062
Cape Town
8000

Tel: (021) 422-2830
E mail: info@aiif.co.za

Fax: (021) 422-2990
Website: www.aiif.co.za

Management:**GlenrandMIB**

288 Kent Avenue
Ferndale, Randburg
2194

P O Box 2544
Randburg
2125

Tel: (011) 329-1111
E mail: abertelsmann@glenrandmib.co.za

Fax: (011) 329-1984

General Manager/ Information Officer: Ms AE Bertelsmann

Deputy Information officers: Mr J Kunene, Mr M Padayachee; Ms S Engelbrecht

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 484-8300, fax (011) 484-7149

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in paragraph 5 of this manual, may be requested in accordance with the procedure prescribed in terms of the Promotion of Access to Information Act, from the General Manager at the AIIF's address, telefax number or electronic mail address. Copies of the prescribed forms to be completed for submitting a request, are available from the AIIF or on their website.

Information held:**4.1 Professional Affairs**

	SUBJECTS	CATEGORIES OF INFORMATION
1	Claims	Glenrand MIB's management team names and contact details, client files Monthly bordereaux (names of insurers, type of matter, amount claimed, payments made, reserve held, status of matter and claim reference number) File of papers (correspondence, pleadings, documents) Archiving records
2.	Attorneys Professional Indemnity Cover	Scheme Policy (English and Afrikaans) Lists of attorneys with reduced indemnity Individual Certificate of Insurance (produced at request of insured)
3.	Board Meeting	Minutes, particulars of Directors, General Manager and Public Officer
4.	Panel Attorneys	Contact details Records of instructions

5.	Court Bonds	Application forms and standard letter Register/bordereaux Client files Archiving records
6.	Risk Management	
6.1	Prescription Alert ('PA')	PA staff contact details PA forms Firms registered with PA Matters registered with PA
6.2	General	Database (claim types, risk profiles)

4.2 Communication

	SUBJECTS	CATEGORIES OF INFORMATION
1.	Risk Management	Quarterly risk alert bulletin
2.	Web site	History, structure and board of directors of the company Management team contact details Claims procedure, policy and frequently asked questions Risk Alert Bulletin Prescription Alert Contact Details, Registration forms and general query forms Helpline details Links to Glenrand MIB, the Fund and Law Society

4.3 FINANCES, INSURANCE & HUMAN RESOURCES

	SUBJECTS	CATEGORIES OF INFORMATION
1	Finances of the Company	Past and current budget Cash flow statements Honoraria of directors Travel costs of directors Bank account particulars Investment report Auditor's contact details Particulars of suppliers of services

2.	Insurance	Reinsurance agreements (Court Bonds and Attorneys PI) PI insurance agreements Short term insurance agreements
3.	Human Resources (Staff- PA)	Personal particulars of staff Salaries and benefits Disciplinary profile Employment contracts Performance management contracts E-mail and internet usage document Training and development records

5. CATEGORIES OF RECORDS: AUTOMATIC DISCLOSURE IN TERMS OF 52 OF THE ACT

The following categories of information are automatically available from the Company, without the requester having to request access in terms of the Act.

5.1 Professional Affairs

	Information	Costs
5.1.1	Contact details of the management team at Glenrand MIB	Free of charge
5.1.2	Policy document in English / Afrikaans	Free of charge
5.1.3	Individual certificate of insurance	Free of charge
5.1.4	Particulars of director/public officer and general manager	Free of charge
5.1.5	Prescription Alert/ court bond application forms	Free of charge

5.2 Communication

	Information	Costs
5.2.1	Risk Alert Bulletin	Free of charge

6. CATEGORIES OF RECORDS HELD IN TERMS OF OTHER LEGISLATION

The required records are held and are available in terms of the following legislation:

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Skills Development Levies Act 9 1999
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Unemployment Insurance Act 63 of 2001
Labour Relations Act 66 of 1995
Short Term Insurance Act 1998

MANUAL

**As required in terms of Section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

**OLD MUTUAL (SOUTH AFRICA) LTD
OLD MUTUAL LIFE ASSURANCE COMPANY (SOUTH AFRICA) LTD
OLD MUTUAL FINANCE LTD
OLD MUTUAL HEALTHCARE (PTY) LTD
OLD MUTUAL HEALTH INSURANCE LTD
OLD MUTUAL UNIT TRUST MANAGERS LTD
OLD MUTUAL PROPERTIES (PTY) LTD
FAIRBAIRN CAPITAL (PTY) LTD
CELESTIS BROKER SERVICES (PTY) LTD
OLD MUTUAL SPECIALISED FINANCE (PTY) LTD
OLD MUTUAL TRUST LTD
GLOBAL EDGE TECHNOLOGIES (PTY) LTD
MANAGEDCHOICE (PTY) LTD
VISIMED PROPERTIES AND ADMINISTRATORS (PTY) LTD
BOE INVESTMENT ADMINISTRATORS (PTY) LTD
OLD MUTUAL ALTERNATIVE RISK TRANSFER LTD**

Access to the records of any subsidiary company of Old Mutual (South Africa) Ltd not listed in this manual may be requested from the Chief Information Officer, Old Mutual, at the address contained in this manual.

CATEGORIES OF RECORDS AND SUBJECTS IN RESPECT OF WHICH RECORDS ARE HELD:

Products and Services –	
▪ Long-term insurance products	▪ Retirement annuities, pension funds
▪ Savings products	▪ Trust services
▪ Unit trust products	▪ Money transfer services
▪ Investment and risk products to groups and schemes	▪ Actuarial and consulting services to the group retirement industry
▪ Short-term insurance products	▪ Health care products
▪ Linked investment services	▪ Lending products
Company Records -	
▪ Finance and supporting documentation	▪ Distribution
▪ Actuarial	▪ Marketing
▪ Client care	▪ Information technology
▪ Product management	▪ Human resources
▪ All records kept in terms of the Company Law of South Africa	
Subjects on which records are held -	
▪ Shareholders	▪ Subsidiary companies
▪ Board members	▪ Advisers
▪ Directors	▪ Brokers
▪ Employees	▪ Clients
▪ Officials	▪ Banking institutions
▪ Consultants	▪ External companies / contractors
▪ Investors	▪ Policyholders
▪ Third parties	
The following records are held in respect of the above-mentioned subjects -	
▪ Confidential	▪ Scientific
▪ Personal	▪ Research
▪ Commercial	▪ Operational
▪ Financial	▪ Trade
▪ Group/company incorporation	▪ Business
▪ Group/company financial	▪ Internal group/company divisions
▪ Group/company departments	▪ Group/company structure
▪ Strategy	▪ Policyholder
▪ Contractor	▪ Shareholder
▪ Investor	▪ External companies
▪ Subsidiary companies	▪ Broker
▪ Adviser	▪ Directors
▪ Consultant	▪ Employee
▪ Information technology	▪ Banking institutions
▪ Client	▪ Official/legal
▪ Products and services	▪ Policy documents
▪ Contracts	
▪ Rules of funds	

Records are held in terms of the following legislation -	
▪ Long-term Insurance Act, 52 of 1998	▪ Employment Equity Act, 55 of 1998
▪ Pension Funds Act, 24 of 1956	▪ Prevention of Organised Crime Act, 121 of 1998
▪ Medical Schemes Act, 131 of 1998	▪ Financial Intelligence Centre Act, 38 of 2001
▪ Collective Investment Schemes Control Act, 45 of 2002	▪ Financial Markets Control Act, 55 of 1989
▪ Inspection of Financial Institutions Act, 80 of 1998	▪ Insider Trading Act, 135 of 1998
▪ Stock Exchanges Control Act, 1 of 1985	▪ Income Tax Act, 58 of 1962
▪ Labour Relations Act, 66 of 1995	▪ Value-Added Tax Act, 89 of 1991
▪ Tax on Retirement Funds Act, 38 of 1996	▪ Short-term Insurance Act, 53 of 1998
▪ Basic Conditions of Employment Act, 75 of 1997	▪ Unemployment Insurance Act, 30 of 1966
▪ Companies Act, 61 of 1973	▪ Financial Advisory and Intermediary Services Act, 37 of 2002

NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No Notice in terms of Section 52(2) of the Act has been published. Certain records are freely available on Old Mutual's website: www.oldmutual.co.za

PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

- Requesters are to complete the prescribed FORM C as contained in the Regulations to the Act.
- The completed FORM C may be **posted or faxed** to the Chief Information Officer, Old Mutual, at the address below or **posted or faxed** to any of the specific Business Unit Information Officers listed below should the requester know the specific line of business.
- The relevant Information Officer will process the request and inform the requester of the fees (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- *Note: Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.*

THE CHIEF INFORMATION OFFICER

OLD MUTUAL

PO BOX 66

CAPE TOWN

8000

Tel. No. (+27 21) 509 2474

Fax No. (+27 21) 509 4646

Business Unit Information Officers

THE INFORMATION OFFICER: OLD MUTUAL LIFE ASSURANCE COMPANY (SOUTH AFRICA) LTD Tel. No. (+27 21) 509 2474 Fax No. (+27 21) 509 4646	THE INFORMATION OFFICER: OLD MUTUAL HEALTHCARE (PTY) LTD AND OLD MUTUAL HEALTH INSURANCE LTD Tel. No. (+27 21) 509 5098 Fax No. (+27 21) 509 5944
THE INFORMATION OFFICER: OLD MUTUAL UNIT TRUST MANAGERS LTD Tel. No. (+27 21) 509 6157 Fax No. (+27 21) 509 7203	THE INFORMATION OFFICER: OLD MUTUAL PROPERTIES (PTY) LTD Tel. No. (+27 21) 531 1231 Fax No. (+27 21) 531 3003
THE INFORMATION OFFICER: OLD MUTUAL FINANCE LTD Tel. No. (+27 21) 503 4346 Fax No. (+27 21) 503 4295	THE INFORMATION OFFICER: FAIRBAIRN CAPITAL (PTY) LTD Tel. No. (+27 21) 504 8671 Fax No. (+27 21) 504 7333
THE INFORMATION OFFICER: CELESTIS BROKER SERVICES (PTY) LTD Tel. No. (+27 21) 659 6518 Fax No. (+27 21) 686 9760	THE INFORMATION OFFICER: OLD MUTUAL SPECIALISED FINANCE (PTY) LTD Tel. No. (+27 21) 509 2200 Fax No. (+27 21) 509 0086
THE INFORMATION OFFICER: OLD MUTUAL TRUST LTD Tel. No. (+27 21) 504 4186 Fax No. (+27 21) 509 0856	THE INFORMATION OFFICER: GLOBAL EDGE TECHNOLOGIES Tel. No. (+27 21) 680 4179 Fax No. (+27 21) 680 4202
THE INFORMATION OFFICER: BOE INVESTMENT ADMINISTRATORS (PTY) LTD Tel. No. (+27 21) 504 8671 Fax No. (+27 21) 504 7333	

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

The Human Rights Commission will compile a guide containing such information as may reasonably be required by any person who wishes to exercise any right contemplated in the Act. The South African Human Rights Commission can be contacted at the following address :

Private Bag 2700, HOUGHTON, 2041.

Tel. : (+27 11) 484 8300

Fax : (+27 11) 484 0582

Website : www.sahrc.org.za

Colour Planet Retirement Fund

("Fund")

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

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

A. CONTACT DETAILS

1. Head of the Fund:

Helen van der Looy

2. Registrar of Pension Funds PF Number of the Fund:

Applied For

The registered address of the Fund:

25-29 Henwood Road, Pinetown, 3601

3. The postal address of the Fund:

P O Box 446, Pinetown, 3600

4. The contact telephone number for the Fund:

(031) 701 6843

5. The contact facsimile number for the Fund:

(031) 709 3576

6. The e-mail address of the Head of the Fund:

helen@colourplanet.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

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

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

- (a) Copies of the following records of the Fund are available on request by a member of the Fund after payment of any fees determined by the rules of the Fund:

- (i) The registered rules of the Fund (including amendments);
 - (ii) The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available on request by a **member** for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) **Any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:
- Address: 446 Rigel Avenue Pretoria
 Telephone (012) 428 8000
 Facsimile: (012) 3470221
 Website: www.fsb.co.za.

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

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

E. AVAILABILITY OF THE MANUAL

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

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate -where applicable)
- Client / broker payment instruction (where applicable).
- Section 37D- deduction instruction (where applicable).
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Beneficiary nomination form (death only)
- Potential beneficiary schedule (if completed by member)
- Potential beneficiary data affidavits (where applicable)
- Insurance received -statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member investment choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit calculations
- Member investment choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)
- Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate -where applicable)
- Payment letter (liquidations only)
- Copy of Section 14 application lodged (transferor fund)
- Copy of Section 14 (1) (e) certificate (transferee and transferor funds)

Pensioners (where applicable):

- Special tax directives or court orders
- Commutation of pensions –calculations
- Annuity option forms
- Trustee instruction regarding payments
- Certificate of existence

Disability (if applicable):

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

Accounting records**If audit exempt:**

- Abbreviated financial returns prescribed by Pension Funds Act

If subject to audit:

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

Miscellaneous

- Copies of signed rules and amendments
- Confirmation of registration and tax approval
- Minute books
- Trustees registers
- Original or copies of any insurance policy documents relating to risk benefits and investments
- Documentation relating to the review of insurances on an annual basis
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the fund
- Copy of service agreement between fund and Administrator and any other service provider
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/beneficiaries/pensioners, where applicable
- Fund statutory valuation reports, where applicable
- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with the Adjudicator, SARS and FSB
- Copy of investment strategy
- Original or copy of fidelity and professional indemnity policy (where applicable)
- Housing loan documents (where applicable) including any suretyship granted to a bank

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