Government Gazette
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REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452 Pretoria, 24 February / Februarie 2003 **No. 24649**

MANUALS

IN ACCORDANCE WITH

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

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Bowline Pension 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: Peter Theunissen
2. Registrar of Pension Funds PF Number of the Fund: 18/20/4/40846

The registered address of the Fund: Unit 2, Montague Drive, Montague Gardens, 7442

3. The postal address of the Fund: P O Box 37104, Chempet, 7442
4. The contact telephone number for the Fund: (021) 550 9700
5. The contact facsimile number for the Fund: (021) 551 6946
6. The e-mail address of the Head of the Fund: peter@bowline.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 Section14 (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

Creda Communications 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: Stanley David Hannath
2. Registrar of Pension Funds PF Number of the Fund: 12/8/37046

The registered address of the Fund: 12 Elliot Avenue, Epping 2, 7460

3. The postal address of the Fund: P O Box 1200, Eppindust, 7475
4. The contact telephone number for the Fund: (021) 505 6100
5. The contact facsimile number for the Fund: (021) 505 6199
6. The e-mail address of the Head of the Fund: stan@creda.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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Telephone:	(011) 484 8300
Facsimile:	(011) 484 0582
Website:	www.sahrc.org.za.

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(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:

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- 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.
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- 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.

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- 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)

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- Additional benefit calculations
- Member investment choice investment switch forms (where applicable)
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Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate -where applicable)
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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

WOLMARANS PROKUREURS

HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING NO2. VAN 2000

1. KONTAK BESONDERHEDE (Artikel 51(1)(a))

Naam van liggaam:	Wolmarans Prokureurs
Enkelpraktisyn en inligtingsbeampte:	W J Wolmarans
Adres:	Dunietstr 555, Elarduspark X7, 0181
Posadres:	Postnet Suite #3, Privaatsak X 8, Elarduspark, 0047
Telefoon:	(012) 345 3880
Faks:	(012) 345 4104
E-pos:	wjwol@mweb.co.za

2. GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b))

'n Gids sal deur die Suid-Afrikaanse Menseregtekommissie saamgestel en beskikbaar gemaak word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid	Telefoon:	+27 11 484 8300
Navorsing- en dokumentasieafdeling	Faks:	+2711 484 0582/1360
Privaatsak 2700	Webblad:	www.sahrc.org.za
HOUGHTON	E-pos:	PAIA@sahrc.co.za
2041		

3. KENNISGEWINGS IN TERME VAN ARTIKEL 52(2) VAN DIE WET (Artikel 51(1)(c))

Geen

4. REKORDS BESKIKBAAR INGEVOLGE ANDER WETGEWING (Artikel 51(1)(d))

- Insolvensiewet, No. 24 van 1936 (Artikel 134 en 155
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No.58 van 1962 (Artikel 75)
- Maatskappyewet, No 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Mediese Skemas, No.131 van 1998

- **5.. REKORDS GEHOU DEUR WOLMARANS PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e))**
- Inligting t.o.v. die operasionele-, handels- en finansiële belange van Wolmarans Prokureurs
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting t.o.v. voorgenome, bestaande en afgehandelde litigasie, inligting t.o.v. ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolise

6. ANDER INLGTING (ARTIKEL 51(1)(f)) : Nog geen regulasies gepubliseer nie

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

WILD WAYS MANUFACTURING (PTY) LTD
Registration Number: 95/11125/07

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.

Wild Ways Manufacturing (Pty) Ltd is a private body whose principal business is the manufacturing of garden accessories. As such, the details required in order for a requester of information to obtain or apply for information which Wild Ways Manufacturing (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Wild Ways Manufacturing (Pty) Ltd have duly authorised Mr. R Trendler 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:	Wild Ways Manufacturing (Pty) Ltd
Head of Body:	Mr. R Trendler
Postal address:	PO Box 15032 LYNN EAST 0039
Street address:	Plot 191 KAMEELDRIFT EAST 0039
Telephone:	+27 12 808 0810/11/12
Facsimile:	+27 12 808 0562
Information Officer:	Mr. R Trendler
Contact details of Information Officer:	(a) Phone: +27 12 808 0810/11/12 (b) Fax: +27 12 808 0562

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 WILD WAYS MANUFACTURING (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 Wild Ways Manufacturing (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)]*

Wild Ways Manufacturing (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 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 199

5. **HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY WILD WAYS MANUFACURING (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 Wild Ways Manufacturing (Pty) Ltd

5.2.1 ***Operational Information***

- *Client Information*
- *Company policies*
- *Marketing material*
- *Contracts with clients and suppliers*
- *Memorandum and Articles of Incorporation*
- *Share register*
- *Register of list of directors*
- *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*
- *Financial commitments*
- *Vat returns*
- *Insurance records*

5.2.3 ***Human Resources***

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

5.2.4 ***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 Wild Ways Manufacturing (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

TED'S PLACE

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.

Ted's Place is a private body whose principal business is that of a bed and breakfast. As such, the details required in order for a requester of information to obtain or apply for information which Ted's Place holds, is contained hereunder.

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Ted's Place has duly authorised Mr. WJ Stilwell 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:	Ted's Place
Head of Body:	Mr. WJ Stilwell
Postal address:	PO Box 351 WAPADRAND 0050
Street address:	961 Wagon Wheel Avenue WAPADRAND 0050
Telephone:	+27 12 807 2803
Facsimile:	+27 12 807 2741
E-Mail:	ted@mweb.co.za
Information Officer:	Mr. WJ Stilwell
Contact details of Information Officer:	(a) Phone: +27 12 807 2803 (b) Fax: +27 12 807 2741 (c) E-Mail: ted@mweb.co.za

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

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address:	Private Bag 2700 HOUGHTON 2041
Telephone:	+27 11 484 8300
Facsimile:	+27 11 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. **CATEGORIES OF RECORDS OF TED'S PLACE 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 Ted's Place to the Minister and no such notice has therefore been published.

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

Ted's Place keeps information in accordance with the following legislation:

- 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

5. **HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY TED'S PLACE 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 Ted's Place

5.2.1 ***Operational Information***

- *Client information*
- *Marketing material*
- *Price lists*

5.2.2 ***Movable and Immovable Property***

- *Asset Registers*
- *Title deeds in respect of properties owned*

5.2.3 ***Financial Records***

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Tax returns*
- *Other documentation relating to taxation*
- *Banking details*
- *Bank statements*
- *Insurance records*

5.2.4 ***Human Resources***

- *Employment contracts*
- *Employee personal details*
- *Personnel files*
- *Leave, sick leave, maternity and special leave 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 Ted's Place (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

STARGEN AUTO ELECTRICAL CC
Registration Number: CK 99/19146/23

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.

Stargen Auto Electrical CC is a private body whose principal business is auto electrical services. As such, the details required in order for a requester of information to obtain or apply for information which Stargen Auto Electrical CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Stargen Auto Electrical CC have duly authorised Mr. F Casillo 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:	Stargen Auto Electrical CC
Head of Body:	Mr. F Casillo
Postal address:	PO Box 16845 PRETORIA NORTH 0116
Street address:	293 Koos De La Rey Drive PRETORIA NORTH 0116
Telephone:	+27 12 565 6768
Facsimile:	+27 12 565 6102
E-Mail:	stargen@mweb.co.za
Information Officer:	Mr. F Casillo
Contact details of Information Officer:	(a) Phone: +27 12 565 6768 (b) Fax: +27 12 565 6102 (c) E-Mail: stargen@mweb.co.za

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

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address:	Private Bag 2700 HOUGHTON 2041
Telephone:	+27 11 484 8300
Facsimile:	+27 11 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. **CATEGORIES OF RECORDS OF STARGEN AUTO ELECTRICAL 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 Stargen Auto Electrical 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)]*

Stargen Auto Electrical 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 STARGEN AUTO ELECTRICAL CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED.** *[Section 51(1)(e)]*

5.1 How to request a record [See *pro forma* request form in Section 9]

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

5.2 Categories of records held by Stargen Auto Electrical 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 documents relating to taxation*
- *Banking details*
- *Bank statements*
- *Financial commitments*

- *VAT returns*
- *Insurance records*

5.2.4 ***Human Resources***

- *Employment contracts*
- *Disciplinary / Performance records*
- *Employee personal details*
- *Curriculum Vitae*
- *Recruitment and appointment documentation*
- *Training and development plan*
- *Training Manuals*
- *Personnel files*
- *Leave, sick leave, maternity and special leave reports*
- *PAYE records*

5.2.5 ***Information Technology***

- *Agreements relating to computer systems and programs*

5.2.6 ***Risk Management***

- *Incident reports relating to security and safety*

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 Stargen Auto Electrical 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

SOUTHLAKE TRAVEL CC
Registration Number: CK94/42594/23

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.

Southlake Travel CC is a private body whose principal business is that of a travel agent. As such, the details required in order for a requester of information to obtain or apply for information which Southlake Travel CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Southlake Travel CC have duly authorised Mrs LD van Schaik 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:	Southlake Travel CC		
Head of Body:	Mrs. LD van Schaik		
Postal address:	PO Box 9133 HENNOPSMEER 0046		
Street address:	Shop no. 3 Cnr Heuwel and Lenchen North CENTURION, 0046		
Telephone:	+27 12 663 6565		
Facsimile:	+27 12 663 4880		
Information Officer:	Mrs. LD van Schaik		
Contact details of Information Officer:	(a)	Phone:	+27 12 663 6565
	(b)	Fax:	+27 12 663 4880

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 SOUTHLAKE TRAVEL 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 Southlake Travel 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)]*

Southlake Travel 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 SOUTHLAKE TRAVEL CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED.** *[Section 51(1)(e)]*

5.1 How to request a record [See *pro forma* request form in Section 9]

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

5.2 Categories of records held by Southlake Travel 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*
- *Tax returns*
- *Other documentation relating to taxation*
- *Banking details*
- *Bank statements*
- *Vat returns*

5.2.4 ***Human Resources***

- *Employment contracts*
- *Employee personal details*
- *Curriculum Vitae*
- *Training and development plan*
- *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 Southlake Travel 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

SHEERPROPS 1048 CC
Registration Number: CK97/034017/23

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.

Sheerprops 1048 CC is a private body whose principal business is property holdings. As such, the details required in order for a requester of information to obtain or apply for information which Sheerprops 1048 CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Sheerprops 1048 CC have 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:	Sheerprops 1048 CC
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 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 SHEERPROPS 1048 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 Sheerprops 1048 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)]*

Sheerprops 1048 CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- INCOME TAX ACT 95 OF 1967

5. **HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY SHEERPROPS 1048 CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED.** *[Section 51(1)(e)]*

5.1 How to request a record [See *pro forma* request form in Section 9]

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.

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

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

5.2 Categories of records held by Sheerprops 1048 CC

5.2.1 ***Movable and Immovable Property***

- *Title deeds in respect of properties owned*
- *Mortgage bonds, liens, notarial bonds and other securities*

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*
- *Financial commitments*

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 Sheerprops 1048 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

SAFFORD INVESTMENTS (PTY) LTD
Registration Number: 97/13131/07

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.

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

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Safford Investments (Pty) Ltd have duly authorised Mr. MJ Descoins 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:	Safford Investments (Pty) Ltd
Head of Body:	Mr. MJ Descoins
Postal address:	PO Box 709 IRENE 0062
Street address:	44 Queen Street IRENE 0062
Telephone:	+27 12 667 2440
Facsimile:	+27 11 267 6299
Information Officer:	Mr. MJ Descoins
Contact details of Information Officer:	(a) Phone: +27 12 667 2440 (b) Fax: +27 11 267 6299

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 SAFFORD 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 Safford 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)]*

Safford Investments (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 SAFFORD 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 Safford Investments (Pty) Ltd

5.2.1 ***Operational Information***

- *Client information*
- *Company policies*
- *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*

5.2.3 ***Movable and Immovable Property***

- *Agreements of lease with tenants and concessionaires*
- *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 Safford 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.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

REDFERN TOURS

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.

Redfern Tours is a private body whose principal business is travel and tourism. As such, the details required in order for a requester of information to obtain or apply for information which Redfern Tours holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Redfern Tours has duly authorised Mr. JL Redfern 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:	Redfern Tours
Head of Body:	Mr. JL Redfern
Postal address:	PO Box 95494 WATERKLOOF 0145
Street address:	206 Olivier Street BROOKLYN 0181
Telephone:	+27 12 460 2066
Facsimile:	+27 12 460 2066
E-Mail:	RASA@iafrica.com
Information Officer:	Mr. JL Redfern
Contact details of Information Officer:	(a) Phone: +27 12 460 2066 (b) Fax: +27 12 460 2066 (c) E-Mail: RASA@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 REDFERN TOURS 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 Redfern Tours to the Minister and no such notice has therefore been published.

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

Redfern Tours 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 REDFERN TOURS 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 Redfern Tours

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*
- *External Auditors reports*
- *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)]*

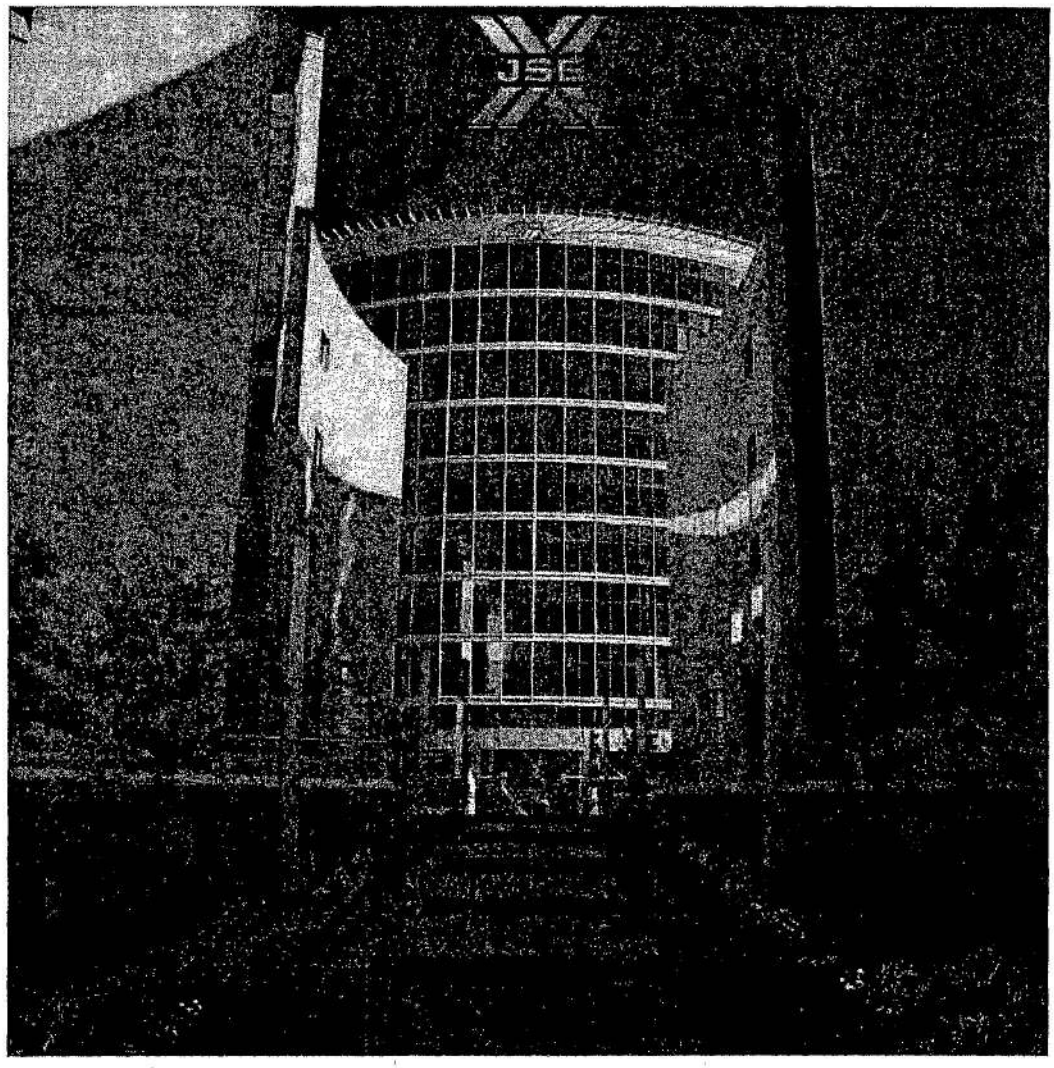
The Minister of Justice and Constitutional Development has not made any regulations in this regard.

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

Full copies of this manual is available for inspection, free of charge, at the offices of Redfern Tours (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)

JSE SECURITIES EXCHANGE SOUTH AFRICA



ACCESS TO INFORMATION MANUAL

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JSE Securities Exchange South Africa, One Exchange Square, 2 Gwen Lane, Sandown, Sandton, 2146
Tel: (011) 520-7000 Information Officer Fax: (011) 520-8583, Private Bag X991174, Sandown, 2146

1. Preamble

This manual has been compiled in accordance with the Promotion of Access to Information Act, 2000 ("Act"). The preamble to the Act, which is self explanatory, is set out below:

"ACT

To give 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, and to provide for matters connected therewith.

RECOGNISING THAT –

the system of government in South Africa before 27 April 1994, amongst others, resulted in a secretive and unresponsive culture in public and private bodies which often led to an abuse of power and human rights violations;

section 8 of the Constitution provides for the horizontal application of the rights in the Bill of Rights to juristic persons to the extent required by the nature of the rights and the nature of those juristic persons;

section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the State;

section 32(1)(b) of the Constitution provides for the horizontal application of the right of access to information held by another person to everyone when that information is required for the exercise or protection of any rights; and

national legislation must be enacted to give effect to this right in section 32 of the Constitution.

AND BEARING IN MIND THAT –

the State must respect, protect, promote and fulfil, at least, all the rights in the Bill of Rights which is the cornerstone of democracy in South Africa;

the right of access to any information held by a public or private body may be limited to the extent that the limitations are reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom as contemplated in section 36 of the Constitution; and

reasonable legislative measures may, in terms of section 32(2) of the Constitution, be provided to alleviate the administrative and financial burden on the State in giving effect to its obligation to promote and fulfil the rights of access to information.

AND IN ORDER TO –

foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information; and

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 all of their rights."

2. Particulars in terms of section 14

2.1 The functions and the structure of the JSE Securities Exchange South Africa ("JSE")

The JSE is a privately owned and privately funded voluntary association of members, governed by a Board of Directors. Its activities as an exchange are regulated by two Acts of Parliament, namely the Stock Exchanges Control Act, 1 of 1985 ("SECA"), which governs the equities markets, and the Financial Markets Control Act, 55 of 1989 ("FMCA"), which governs the derivatives markets. The JSE is licensed as a stock exchange (for equities) and as a financial market (for financial and agricultural derivatives) in terms of these Acts, but, in common with international practice, a philosophy of self-regulation by the markets is practiced and applies to the JSE. The JSE members and their clients (investors), must comply with trading and other rules set by the JSE from time to time. The JSE acts as regulator of its members and ensures that markets operate in a transparent and fair manner ensuring investor protection. Similarly, issuers of securities must comply with the JSE Listings Requirements which are aimed at ensuring sufficient disclosure in the public interest of all information relevant to investors.

The JSE's main function is to facilitate the raising of primary capital by re-channelling cash resources into productive economic activity thus building the economy while enhancing job opportunities and wealth creation. In addition, and from a derivatives perspective, the function is to provide an effective and efficient price determination facility and price risk management mechanism.

It is an essential cog in the functioning of an economy and provides an orderly market for dealing in securities, thereby creating new investment opportunities in the country.

The JSE performs the role of regulating applications for listing, the continuing obligations of listed companies and the interpretation of JSE Listings Requirements. In addition, the JSE regulates applications for the alteration of an existing listing and any corporate actions arising from this and scrutinising company documentation with a view of disclosure to the public. The Stock Exchange News Service (SENS) is also provided through which company news, including price sensitive information, is distributed to the market.

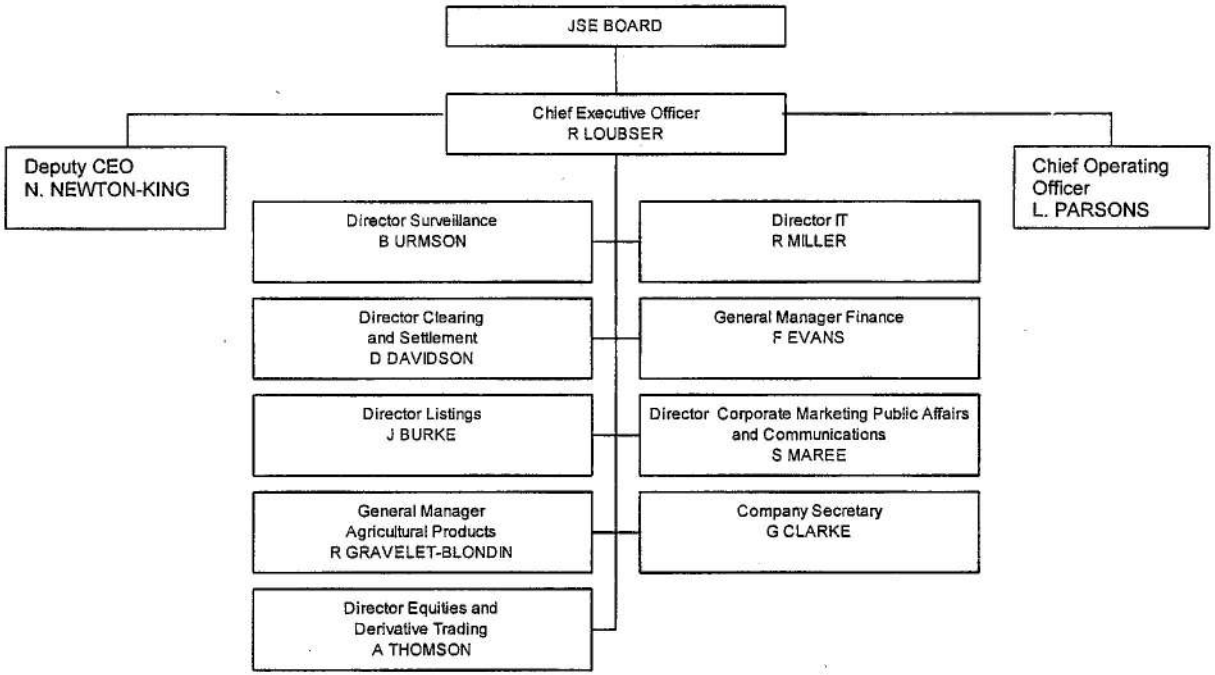
This manual covers information available from JSE's wholly owned subsidiaries JSE Trustees (PTY) Limited and Stock Exchange Nominees (PTY) Limited and from the following companies whose businesses are inherently connected to and controlled by the JSE: SAFEX Clearing Company (Pty) Limited, Indexco Limited, Indexco II Limited, Indexco III Limited, Indexco Mnagers (Pty) Limited and FSG Financial Services (Pty) Limited.

2.2 Structure and Administration of the JSE

The JSE has a Board of Directors which is responsible for corporate policy and strategy. The Board consists of 13 Directors (9 non-Executive, the CEO, deputy CEO, Chief Operating Officer and 1 Executive). There is a full time Executive Committee headed by the CEO that carries out policy decisions. Members of the Executive Committee are individually responsible for the following Divisions -

JSE Division	Functions
Agricultural Products	Agricultural Derivatives Trading.
Clearing and Settlement	Settlement Authority (Equities Settlement Risk Management) SWIFT Bureau
Equities and Derivatives Trading	Equity and Financial Derivatives Market Market Information
Finance	Accounting functions, Payroll and treasury management.
Information Technology	Facilities Services – Network, Facilities Systems, Internet/e-Commerce, Applications Systems Development and Open systems.
Listings	Listings Operations, Corporate Finance, SENS (Stock Exchange News Service) and New Products
Marketing and Communications	Marketing and Branding, Communication and press/media relations, SADC, ASEA and international emerging markets, Community relations, Liaison/relations with government departments.
New Business and Legal Counsel	Legal Counsel, New Business and Data Services, Indices.
Office of the Company Secretary	Company Secretary, Secretarial Services, Support Services, Building Maintenance.
Strategy	Strategy, Enterprise Projects Office (EPO), Client Services and Human Resources.
Surveillance	Surveillance, Client –Broker Support, Investor Protection and Investigations, Trading Practices and Capital Adequacy.

2.3 Schematic Diagram of the JSE Executive Structure



2.4 Contact Details

Details	Information officer	Deputy Information officer
Postal Address Private Bag X991174 Sandton 2146	Mr. Gary Clarke Company Secretary	Ms Angelika Nortje Snr Manager Customer Services and Support
Physical Address One Exchange Square, Gwen Lane, Sandown, 2146	e-mail garyc@jse.co.za	e-mail angeln@jse.co.za
Telephone (011) 520 7000	(011) 520 7259	(011) 520 7345
Telefax (011) 520 8583	(011) 520 8583	(011) 520 8592

2.5 The Section 10 Guide on how to use the Act [(Section 14(1)(c)]

The guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-1360
Website: www.sahrc.org.za
e-mail: paia@sahrc.org.za

3. Access to the records held by the JSE [Section 14(1)]

3.1 Records that may be requested [Section 14(1)(d)]

3.1.1 Description of the subjects and categories of records held by the JSE

SUBJECT	CATEGORY
Broker Deal Accounting (BDA): proprietary mainframe back-office accounting application written for JSE members which contains information in respect of deals, financial transactions, scrip records, electronic settlements and general ledgers of individual brokers. [1*]	General Maintenance Account Maintenance (client statistical data) Deals and Deal Adjustments Financial Data (clients and general ledger) Credit Control Scrip receipts and contras Re-instate deals and scrip records Open positions and history Entitlement data

[1*] All the information is not always available in the required format. In addition, the JSE only retains records of reports requested by members. These are stored for a period of five years only.

SUBJECT	CATEGORY
	Money Market Security levels allocated by members - Maintenance of access to BDA Scrip information in respect of reported stolen or lost scrip Bonds information - trading and settlement Portfolio data, holdings and real time valuations
Information in respect of Surveillance of JSE members, including Capital Adequacy requirements. Proprietary client server application written for JSE Surveillance Department	Capital Adequacy Insider Trading and Investigative reports Member's clients information
SWIFT (Merva): information in respect of electronic payments/transfer of scrip etc.	Central service to send SWIFT messages generated by BDA and IMAS systems.
Trade Monitoring System, proprietary mainframe applications written for JSE Clearing and Settlement Department: information in respect of JSE's internal monitoring of positions on the equities market	Clearing and Settlement monitoring and failed trade management
JSE Trustees (Pty) Ltd: trust account utilised by members to segregate funds	Financial transactions including bank rates
South African Institute of Stockbrokers (SAIS)	SAIS Membership administrations and details
South African Clearing Company Information (SAFCOM)	Clearing transactions for Derivatives Margin accounts Bank interest rates SWIFT payments
Financial Derivatives Information	Daily statistics- closing prices through a feed on the website (FTP) Daily Trades Mark to Market information Clearing & Settlement Information Data History Margin information JIBAR (Jhb Interbank agreed rate) STEFI (Short term fixed interest rate, calculated by Alexander Forbes, benchmark for MM, also the mov ave for JIBAR) RODI (Rand overnight deposit interest rate for margins, benchmark ave interest on o/night deposits)
Membership Information	Membership application and client application as well as dealer identification number and registered officers Website lists all exchange members Other member info where applicable: compliance officer, jnr/snr dealer, registered for view only Relevant contract details
Agricultural Products Information	Daily Statistics- closing prices through a feed on the website (FTP) Daily Trades Market information Clearing and Settlement information Data History Margin information

SUBJECT	CATEGORY
Equity Market Information	
Equity Information Database	Daily/Weekly/Monthly stats Annual JSE overall volume, value and market capitalization Equity Daily Trades Monthly Bulletin Price record books Overall JSE monthly stats and summaries
Listings Mailing List database	Companies details – Pertinent contact details of all listed companies Dual Listings details – primary and secondary market details Company Directorate – Details of listed companies controlling board members and directors Company sponsor details – pertinent details of all listed company sponsors Country – currency relationships Companies/Issuer Sectors/structure Sector Printing Sequence for media Index/structure Index printing sequence for media Equity notes on Corporate Actions and normal dividends Dividends and earnings Financial Year ends for listed companies Capital structure, shares in issue etc. Equity ISIN values Reserved (used and reserved) codes Instructions - Processing of entitlements including cash & scrip dividends, rights issues, take-ups, subdivisions, consolidations, cap issues, cap reductions, repayments and redemptions, conversion, name changes, terminations and unbundling, liquidation dividends, interest, special dividends and gilts interest Corporate Actions schedule
Internet - web-based public service	Gazettes – setting out information to the market Corporate Action Schedule Press Releases News Items General information JSE member information Listed companies Stats, including market profile
Financial Portal	Prices, graphs, indices, company news, company info, statistics
Intranet - web-based public services	Internal staff information
Extranet - web-based for JSE members/customers	For subscribers to applications Gazettes Hotlines JSE Rights Trader, settlement officer, compliance officer

SUBJECT	CATEGORY
	exams Listings requirements Capital Adequacy NAS forms Glossary of terms Technical specs for various systems Training manuals Training automated booking system Presentations
EIPO	Electronic Initial Public Offering information
SENS	Stock Exchange News Services - distribution of corporate information by companies
JSE/Liberty Schools Challenge: details in respect of all aspects of Schools Challenge	Trading Platform provided by independent service provider
JSE Exams	Separated into Equities and Derivatives: JSE Settlement Officer JSE Compliance Officer JSE Securities Trader JSE Financial Derivatives Rules JSE Agricultural Products Dealer JSE Derivatives Snr Dealer
Electronic Projects Office (EPO)	Projects – project documentation Strategy information Research specific to projects
Human Resources	Staff records (including documents relating to taxation, contracts, banking details) Disciplinary records Leave records Sick Leave records Beneficiary records HR Policies and Procedures Disciplinary Procedures Training Manual Performance management SEED Trust (Stock Exchange Education and Development) Salary information Pension Fund deductions Medical Aid deductions Employee information Seed Trust Benevolent Fund
Continuing Obligations Information	Financial reports for Listed Company interims, prelims and annual financial statements Newspaper clippings for cautionaries Shareholder spread compliance, indicators on listed company mailing list Directors emoluments Suspensions Dividend announcements Notices of AGM's Circulars specific to prelisting statements and prospectuses
SATRIX Information	Satrix 40 Satrix Fini Satrix Indi

SUBJECT	CATEGORY
Agreements	Lease Cession Loan Maintenance Service Suppliers Sponsorship Consulting Vendors Information sharing Memoranda of understanding Licence/assignment Business
JSE Monthly Bulletins	
JSE Gazettes	
JSE Rules & Regulations; Listing Requirements (Butterworths – Internet Access)	
Occupational Health and Safety Committee Information	
Company Secretary information: Indexco Managers (Pty) Ltd Indexco Limited Open Outcry Investment Holdings (Pty) Ltd Indexco II Ltd Indexco III Ltd JSE SAFEX Clearing Company (Pty) Ltd Guarantee Fund Fidelity Fund Pension Fund Provident Fund	Details of shareholding, annual financial reports, directors and other associated information

3.2 Automatic disclosure [Section 14(1)(e)]

The following publications are available on the JSE website at www.jse.co.za

Beginners Guide to the JSE
Guideline to listing on the JSE
History and development of the JSE
Insider Trading Manual
Mechanics of investment on the JSE
Understanding Warrants
Membership of the JSE and Safex
The Restructured JSE – Synopsis of changes
History of Safex
Safex Products
Electronic Initial Public Offering (e-IPO)
Satrix
Schools Challenge
JSE Annual Report
System Specifications
Market Statistics
Market News
Delayed SENS announcements
Contacts list

3.3 The request procedures

A requester must be given access to a record of a public body if the requester complies with the following:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal set out in the Act.

Nature of the request:

- A requester must use the form attached and marked "Form A";
- The requester must also indicate if a copy of the record is required or if the requester wants to view the record at the offices of the JSE;
- If a person asks for access in a particular form then the requester is to be granted (if possible) access in the manner that has been requested. In the event that the requested access will interfere unreasonably with the running of the JSE, or damage the record, or infringe a copyright not owned by the JSE, then access may be refused. If for practical reasons access cannot be given in the required form but in an alternate manner, then an appropriate fee will be charged;
- If, in addition to a written reply to their request for the record, the requester requires to be told about the decision in any other way, e.g. telephone, this must be indicated by the requestor [*s 18(2)(e)*];
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made must be indicated [*s 18(2)(f)*];
- If a requester is unable to read or write, or has a disability, then they may make the request for the record orally. The Information Officer must then fill in the form on behalf of such a requester and provide the requester with a copy [*s 18(3)*].

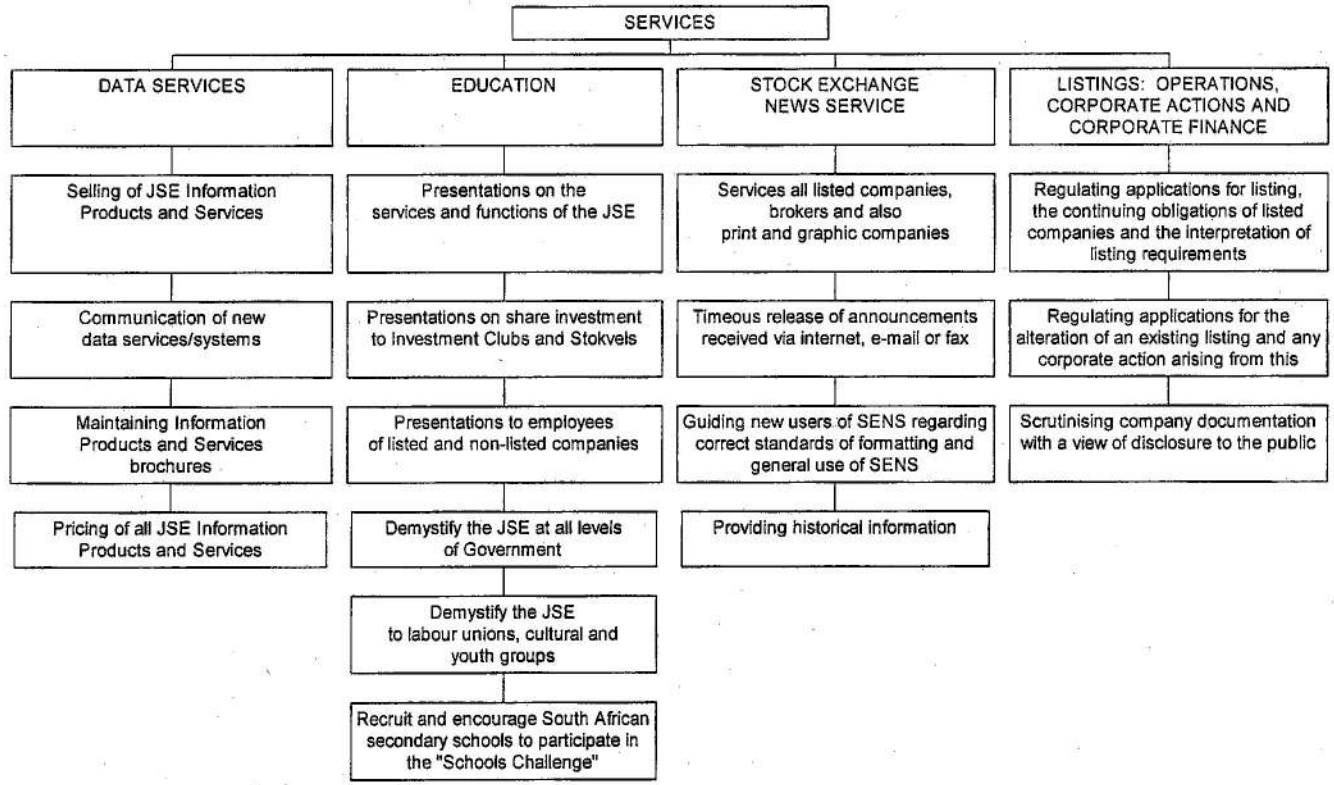
There are two types of fees required to be paid in terms of the Act, that is a request fee and an access fee (s22).

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 must pay the required request fee:

- The Information Officer 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;
- After the Information Officer has made a decision on the request, the requester must be notified of such a decision in the way in which the requester requested;
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

4. Services available on a subscription basis [Section 14(1)(f)]

4.1 Nature of services



4.2 How to gain access to these services:-

To gain access to these services at the JSE, requests must be made to the Information Officer of the JSE:

Mr. G Clarke

Address:	One Exchange Square Gwen Lane Sandown
Postal address:	Private Bag X991174 Sandton 2146
Telephone:	+27 11 520-7259
Fax:	+27 11 520-8583
Website:	www.jse.co.za
E-mail:	publicinfo@jse.co.za

5 Arrangement allowing for public involvement in the formulation of policy and the exercise of power [Section 14(1)(g)]

Even though the JSE is a public body in accordance with the definition of "public body" in the Act, it is a privately owned and privately funded voluntary association of members. As a result, the formulation of policy and the exercise of power would be determined by its board of Directors and members who have voting powers in terms of the number of rights they own in the JSE. Furthermore, the nature of services provided by the JSE would not require public involvement in the formulation of any JSE policy.

6 Availability of the manual [Section 14 (3)]

The manual is available in English, Afrikaans and Zulu languages at every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997 and the main reception area of the JSE and on the JSE website.

7 Prescribed fees for public bodies

PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002

FEES IN RESPECT OF PUBLIC BODIES

The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 7(1) are as follows:

	R
For every photocopy of an A4-size page or part thereof	0,60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
For a copy in a computer-readable form on:	
Stiffy disc	5,00
Compact disc	40,00
For a transcription of visual images, for an A4-size page or part thereof	22,00

For a copy of visual images	60,00
For a transcription of an audio record, for an A4-size page or part thereof	12,00
For a copy of an audio record	17,00

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
For every photocopy of an A4-size page or part thereof	0,60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
For a copy in a computer readable form on:	
Stiffy disc	5,00
Compact disc	40,00
For a transcription of visual images, for an A4-size page or part thereof	22,00
For a copy of visual images	60,00
For a transcription of an audio record, for an A4-size page or part thereof	12,00
For a copy of an audio record	17,00

To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.

For purposes of section 22(2) of the Act, the following applies:

Six hours must be exceeded before a deposit is payable and one third of the access fee is payable as a deposit by the requester.

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

Secretarial Services Division

Information Officer: Mr Gary Clarke
Telephone: 520-7259
Telefax: 520-8583
E-mail: **garyc@jse.co.za**

SECURITIES EXCHANGE SOUTH AFRICA

One Exchange Square
Gwen Lane, Sandown.
Private Bag X991174,
Sandton, 2146, South Africa.
Telephone: (2711) 520 7000
Web: www.jse.co.za

Prescribed forms for access to a record of the JSE

ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002

FORM A

REQUEST FOR ACCESS TO RECORD OF THE JSE

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

FOR OFFICE USE

Reference number:

Request received by (state rank, name and surname of Information Officer/Deputy Information Officer) on (date) at (place).

Request fee (if any): R .....

Deposit (if any): R .....

Access fee: R .....

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of the JSE

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

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

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(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 therefore.

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:	Form in which record is required:

Mark the appropriate box with an "X".

NOTES:

(a) Your indication as to the required form of access depends on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form -			
	copy of record*		inspection of record

2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)					
	view the images		copy of the images*		Transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound -			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form -					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? **A postal fee is payable.**	YES	NO

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

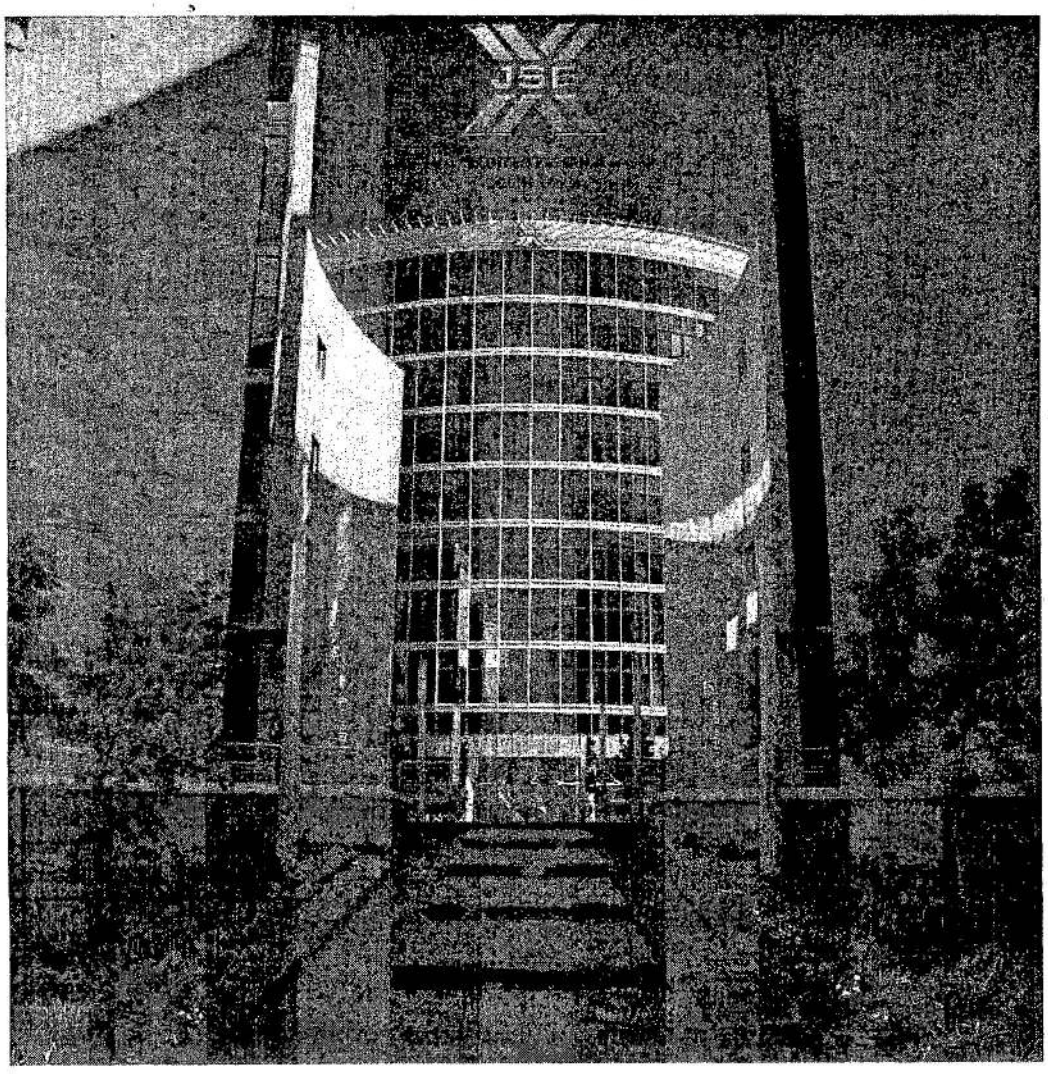
G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof 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



JSE HANDLEIDING VIR OPENBARE TOEGANG TOT INLIGTING

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1 Aanhef

Hierdie handleiding is saamgestel ingevolge die Wet op Bevordering van Toegang tot Inligting, 2000 ("Wet"). Die aanhef tot die Wet, wat vanselfsprekend is, word hieronder uiteengesit:

"WET

Om gevolg te gee aan die grondwetlike reg op toegang tot enige inligting wat deur die Staat gehou word en enige inligting wat deur 'n ander persoon gehou word en wat vir die uitoefening of beskerming van enige regte benodig word; en om voorsiening te maak vir aangeleenthede wat daarmee in verband staan.

GESIEN DAT –

die regeringstelsel in Suid-Afrika voor 27 April 1994, onder andere, tot 'n geheimsinnige en terughoudende kultuur in openbare en privaatliggame aanleiding gegee het wat dikwels tot misbruik van mag en menseregteskendings gelei het;

artikel 8 van die Grondwet voorsiening maak vir die horisontale toepassing van die regte in die Handves van Regte op regspersone in die mate vereis deur die aard van die regte en die aard van daardie regspersone;

artikel 32(1)(a) van die Grondwet bepaal dat elkeen die reg het op toegang tot inligting wat deur die Staat gehou word;

artikel 32(1)(b) van die Gondwet voorsiening maak vir die horisontale toepassing van die reg op toegang tot inligting wat deur 'n ander persoon gehou word op andere wanneer daardie regte vir die uitoefening of beskerming van enige regte benodig word;

en nasionale wetgewing verorden moet word om aan hierdie reg in artikel 32 van die Grondwet gevolg te gee;

EN GEDAGTIG DAARAAN DAT –

die Staat ten minste al die regte in die Handves van Regte wat die hoeksteen van demokrasie in Suid-Afrika is, moet eerbiedig, beskerm, bevorder en verwesenlik;

die reg op toegang tot enige inligting wat deur 'n openbare of privaatliggaam gehou word, beperk kan word in die mate waarin die beperkings redelik en regverdigbaar is in 'n oop en demokratiese samelewing gebaseer op menswaardigheid, gelykheid en vryheid soos beoog in artikel 36 van die Grondwet; en

redelike wetgewende maatreëls, ingevolge artikel 32(2) van die Grondwet, voorsiening maak om die administratiewe en finansiële las op die Staat te verlig ten einde gevolg te gee aan die verpligting om verwesenliking van die reg op toegang tot inligting te bevorder en te verwesenlik;

EN TEN EINDE –

'n kultuur van deursigtigheid en verantwoordingspligtigheid in openbare en privaatliggame te koester deur gevolg te gee aan die reg op toegang tot inligting;

'n samelewing aktief te bevorder waarin die mense van Suid-Afrika effektiewe toegang tot inligting het om hulle in staat te stel om al hul regte meer volkome uit te oefen en te beskerm."

2 Besonderhede ingevolge artikel 14

2.1 Die funksies en die struktuur van die JSE Sekuriteitsbeurs Suid-Africa ("JSE")

Die JSE is 'n vrywillige assosiasie van lede onder private besit en private befondsing, en word deur 'n Direksie beheer. Sy aktiwiteite as 'n beurs word deur twee Wette van die Parlement gereguleer, naamlik die Wet op Beheer van Aandelebeurse, 1 van 1985 ("WBA"), wat die aandelemark beheer, en die Wet op Beheer van Finansiële Markte, 55 van 1989 ("WBFM"), wat die finansiële derivatemarkte beheer. Die JSE is ingevolge hierdie wette gelisensieër as 'n effektebeurs (vir aandele) en as 'n finansiële mark (vir finansiële en landbou-derivate), maar, ooreenkomstig internasionale praktyk, volg die JSE 'n filosofie van selfregulering deur die markte, en is dit daarop van toepassing. Die JSE lede en hul kliënte (beleggers) moet voldoen aan handels- en ander reëls wat van tyd tot tyd deur die JSE bepaal word. Die JSE tree op as reguleerder van sy lede en verseker dat markte op deursigtige en regverdige wyse berdryf word ten einde beleggersbeskerming te verseker. Op soortgelyke wyse moet uitreikers van aandele voldoen aan die JSE se noteringsvereistes, wat daarop gemik is om, in die openbare belang, voldoende bekendmaking van alle inligting relevant tot beleggers te verseker.

Die JSE se hooffunksie is om die verkryging van primêre kapitaal te fasiliteer by wyse van die herkanalisering van kontantbronne na produktiewe ekonomiese aktiwiteit, en om sodoende die ekonomie te versterk en werksgeleenthede en welvaartskepping te bevorder. Daarbenewens, en vanuit 'n derivate-perspektief, is sy funksie om 'n effektiewe en doelmatige prysbepalingsfasiliteit en prysrisikobestuursmeganisme daar te stel.

Dit is 'n onontbeerlike skakel in die funksionering van 'n ekonomie, en voorsien 'n ordelike mark vir die verhandeling van aandele, en skep sodoende nuwe beleggingsgeleenthede in die land.

Die JSE reguleer aansoeke om notering, die voortgesette verpligtinge van genoteerde maatskappye en die interpretasie van die JSE Noteringsvereistes. Daarbenewens reguleer die JSE aansoeke vir die aanpassing van 'n bestaande notering en enige Korporatiewe Aksie wat daaruit kan voortspruit, en bestudeer maatskappy dokumentasie met die oog op openbaarmaking. 'n Sekuriteite Nuusdiens word ook verskaf om maatskappynuus, insluitende pryssensitiewe inligting, aan die mark bekend te maak.

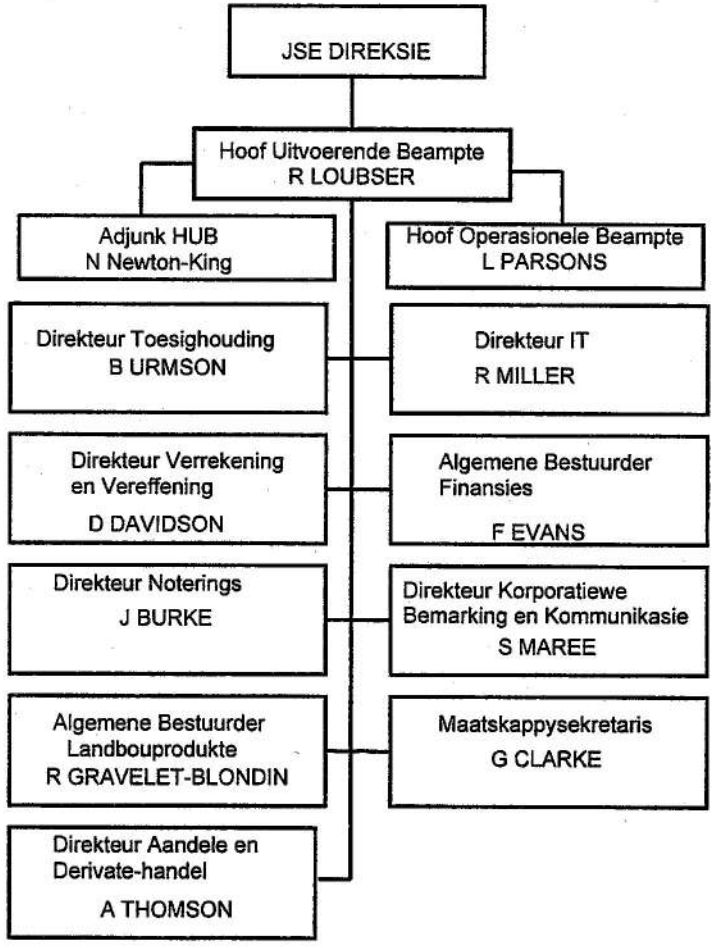
Hierdie handleiding dek inligting wat beskikbaar is vanaf die JSE se volfiliale, JSE Trustees (Edms) Beperk en Stock Exchange Nominees (Edms) Beperk, en vanaf die volgende maatskappye wie se besighede nou verbonde is aan en beheer word deur die JSE: SAFEX Clearing Company (Edms) Beperk, Indexco Beperk, Indexco II Beperk, Indexco III Beperk, Indexco Managers (Edms) Beperk en FSG Financial Services (Edms) Beperk.

2.2 Struktuur en administrasie van die JSE

Die JSE het 'n Direksie wat verantwoordelik is vir korporatiewe beleid en strategie. Die Direksie bestaan uit 13 Direkteure (9 nie-Uitvoerend, die HUB, die Adjunk HUB, die Hoofoperasionele Direkteur en 1 Uitvoerend). Daar is 'n voltydse Uitvoerende Komitee onder leiding van die HUB wat beleidsbesluite uitvoer. Lede van die Uitvoerende Komitee is individueel verantwoordelik vir die volgende Afdelings -

JSE Afdeling	Funksies
Landbouprodukte	Lanbou-derivate-handel.
Verrekening en Vereffening	Vereffeningsowerheid (Aandele-vereffeningsrisikobestuur), "SWIFT" Buro.
Aandele en Derivate-handel	Aandele en Finansiële Derivate-mark, Markinligting.
Finansies	Rekeningkundige funksies, Betaalstaat en Tesouriebestuur.
Inligtingstegnologie	Fasiliteitedienste – Netwerk, Fasiliteitestelsels, Internet/e-Handel, Applikasies Stelselontwikkeling en Oop stelsels.
Noterings	Noteringsoperasies, Korporatiewe Finansies, "SENS" (Sekuriteitebeurs Nuusdiens) en Nuwe Produkte
Bemarking en Kommunikasie	Bemarking en handelsmerke, Kommunikasie en pers-/mediaverhoudinge, SAOG, "ASEA" en internasionale ontluikende markte, Gemeenskapsverhoudinge, Skakeling/verhoudinge met regeringsdepartemente.
Nuwe Besigheid en Regsadvies	Regsadvies, Nuwe besigheid en Datadienste, Indekse.
Kantoor van die maatskappysekretaris	Maatskappysekretaris, Sekretariële Dienste, Ondersteuningsdienste, Geboue-onderhoud.
Strategie	Strategie, Kantoor vir Ondernemingsprojekte ("EPO"), Kliëntedienste en Menslike Hulpbronne
Toesighouding	Toesighouding, Kliënte-Makelaarsondersteuning, Beleggersbeskerming en Ondersoeke, Handelspraktyke en Kapitaaltoereikendheid.

2.3 Skematiese diagram van die JSE Uitvoerende Struktuur



2. 4 Kontakbesonderhede

Besonderhede	Inligtingsbeampte	Adjunk Inligtingsbeampte
Posadres Privaatsak X991174 Sandton 2146	Mnr Gary Clarke Maatskappysekretaris	Me Angelika Nortje Snr Bestuurder Kliëntedienste en Ondersteuning
Fisiese Adres Exchange Square 1, Gwenlaan, Sandown, 2146	e-pos garyc@jse.co.za	e-pos angeln@jse.co.za
Telefoon (011) 520 7000	(011) 520 7259	(011) 520 7345
Faks (011) 520 8583	(011) 520 8583	(011) 520 8345

2.5 Die Artikel 10 Handleiding oor hoe om die Wet te gebruik [(Artikel 14(1)(c)]

Die Handleiding sal nie later nie as Augustus 2003 beskikbaar wees by die Suid-Afrikaanse Menseregtekommissie. Rig asseblief enige navrae aan:

Suid-Afrikaanse Menseregtekommissie:

WBTTI Eenheid
Navorsing en Dokumentasie Afdeling

Posadres: Privaatsak X2700
Houghton
2041

Telefoon: +27 11 484-8300
Faks: +27 11 484-1360
Webwerf: www.sahrc.org.za
e-pos: paia@sahrc.org.za

3. Toegang tot die rekords wat by die JSE gehou word [Artikel 14(1)]

3.1 Rekords wat versoek mag word [Artikel 14(1)(d)]

3.1.1 Beskrywing van die onderwerpe en kategorieë van inligting wat by die JSE gehou word

ONDERWERP	KATEGORIE
Makelaarshandelsrekeningesteisel vir JSE lede op a hoofraam geskryf ("BDA"): private hoofraam administratiewe kantoor rekeningkundige applikasie wat vir JSE lede geskryf is en wat inligting bevat rakende transaksies, finansiële transaksies, aandelebewysrekords, elektroniese vereffening en algemene leërs van individuele makelaars. [1•]	Algemene Onderhoud Rekeningonderhoud (statiese data op kliënte) Transaksies en transaksie-aanpassings Finansiële Data (kliënte en algemene leër) Kredietbeheer Aandelebewyskwitansies en kontras Herinstellingstransaksies en aandelebewysrekords Oop posisies en geskiedenis Korporatiewe data Geldmark

[1•] Al die inligting is nie altyd beskikbaar in die verlangde formaat nie. Daarbenewens behou die JSE slegs rekords van verslae wat deur lede aangevra word. Dit word vir 'n tydperk van slegs vyf jaar bewaar.

ONDERWERP	KATEGORIE
	Sekuriteitsvlakke wat deur lede toegeken word – Onderhoud van toegang tot "BDA" Aandelebewys-inligting met betrekking tot aandelebewyse wat as gesteel of verlore aangemeld word Skuldbriefinligting – handel en verrekening Portefeuljedata, aandelebesit en reële tyd waardebepalings
Inligting met betrekking tot toesighouding oor JSE lede, insluitende Kapitaaltoereikendheids-vereistes. Private kliëntediens-applikasie wat vir die JSE Toesighoudingsdepartement geskryf is.	Kapitaaltoereikendheid Binne-inligting Handel en Ondersoekverslae Lede se kliënte-inligting
"SWIFT (Merva)": inligting met betrekking tot elektroniese betalings/oordrag van aandelebewys ens.	Sentrale diens om "SWIFT"-boodskappe te stuur wat deur die "BDA" en "IMAS"-stelsels gegenereer is
Handelsmoniteringstelsel, 'n private hoofraamapplikasie wat vir die JSE Verrekenings- en Vereffeningsdepartement geskryf is: inligting met betrekking tot die JSE se interne monitering van posisies op die aandelemark	Monitering van Verrekening en Vereffening, en bestuur van mislukte handel
JSE Trustees (Edms) Bpk: trustrekening wat deur lede gebruik word om fondse te skei	Finansiële transaksies, insluitende bankkoerse
Suid-Afrikaanse Verrekeningsmaatskappy Inligting ("SAFCOM")	Verrekeningstransaksies vir Derivate Margerekeninge Bank rentekoerse "SWIFT"-betalings
Finansiële Derivate-inligting	Daaglikse statistieke – sluitingspryse by wyse van 'n stroom op die webwerf ("FTP") Daaglikse Handel Mark tot Markinligting Verrekening- en Vereffeningsinligting Datageskiedenis Marge-inligting "JIBAR" (Jhb Interbank ooreengekome koers) "STEFI" (Korttermyn vaste rentekoers, bereken deur Alexander Forbes, "RODI" (Rand oornag deposito rentekoers vir marges, hoogtemerk gemiddelde rente op oornag deposito's)
Lidmaatskapinligting	Lidmaatskap aansoek en kliënte-aansoek, sowel as handelaarsidentifikasienommer en geregistreerde beampte Webwerf lys alle effektebeurslede Ander lidmaatskapsinligting waar toepaslik: voldoeningsbeampte, junior/senior handelaar, geregistreer vir besigtiging alleenlik Relevante kontrakbesonderhede
Inligting op Landbouprodukte	Daaglikse Statistieke – sluitingspryse by wyse van 'n stroom op die webwerf ("FTP") Daaglikse handel Markinligting Verrekenings- en Vereffeningsinligting Datageskiedenis Marge-inligting
Aandelemarkinligting	

ONDERWERP	KATEGORIE
Aandele-inligtingsdatabasis	Daaglikse/weeklikse/maandelikse statistieke Jaarlikse JSE algehele volume, waarde en markkapitalisering Daaglikse Aandelehandel Maandelikse Bulletin Prys rekordboeke Algehele JSE maandelikse statistieke en opsommings
Noterings Poslysdatabasis	Maatskappybesonderhede – Tersaaklike kontak-besonderhede van alle genoteerde maatskappye Dubbele Noteringsbesonderhede – primêre en sekondêre markbesonderhede Maatskappydirektoraat – Besonderhede van direksielede en direkteure van genoteerde maatskappye Maatskappy borgbesonderhede – tersaaklike besonderhede van alle genoteerde maatskappyborge Land – geldeenheid verwantskappe Maatkappye/Uitreiker Sektore/struktuur Sektor Uitdrukvolgorde vir media Indeks/struktuur Indeks uitdrukvolgorde vir media Aandele notas op Korporatiewe Aksies en normale dividende Dividende en verdienste Finansiële Jaareinde vir genoteerde maatskappye Kapitaalstruktuur, aandele-uitgifte ens. Aandele "ISIN" waardes Gereserveerde (gebruikte en gereserveerde) kodes Instruksies – Prosessering van kontant en aandelebewys dividende, regte-uitgifte, opnames, onderverdelings, konsoliderings, kap-uitgifte, kap-afnames, terugbetalings en kwytskeldings, omskakelings, naamsveranderinge, terminerings en ontbondeling, likwidasie dividende, rente, spesiale dividende en vergulde rente waarop iemand geregtig is Korporatiewe Aksieskedule
Internet - web-gebaseerde openbare dienste	Afkondigings – vrystelling van inligting aan die mark Korporatiewe Aksieskedule Persvrystellings Nuusitems Algemene Inligting JSE lede-inligting Genoteerde maatskappye Statistieke, insluitende markprofiel
Finansiële Portaal	Pryse, grafieke, indekse, maatskappynuus, maatskappy-inligting, statistieke
Intranet - web-gebaseerde interne dienste	Interne personeelinligting
Ekstranet - web-gebaseer vir JSE lede/klante	Vir intekenaars op applikasies Koerante Blitslyne JSE Regte Handelaars-, vereffeningsbeampte-, voldoenings-beampte-eksamens Noteringsvereistes Kapitaaltoereikendheid "NAS" vorms

ONDERWERP	KATEGORIE
	Woordelys Tegniese spesifikasies van verskeie stelsels Opleidingshandleidings Outomatiese besprekingstelsel vir opleiding Aanbiedings
"EIPO"	Elektroniese Aanvanklike Openbare Aanbiedingsinligting
"SENS"	Sekuriteite Nuusdiens – bekendmaking van korporatiewe inligting deur maatskappye
JSE/Liberty Skole Uitdaging: besonderhede rakende alle aspekte van die Skole Uitdaging	Handelsplatform verskaf deur onafhanklike diensverskaffer
JSE Eksamens	Verdeel in Aandele an Derivate: JSE Vereffeningsbeampte JSE Voldoeningsbeampte JSE Aandelehandelaar JSE Finansiële Derivate Reëls JSE Lanbouprodukte handelaar JSE Derivate Senior handelaar
Elektroniese Projektekantoor ("EPO")	Projekte – projekdokumentasie Strategie-inligting Projek-spesifieke navorsing
Menslike Hulpbronne	Personeelrekords (insluitende dokumentasie met betrekking tot belasting, kontrakte, bankbesonderhede) Dissiplinêre rekords Verlofrekords Siekteverlofrekords Begunstigde-rekords MHB Beleid en Prosedures Dissiplinêre Prosedures Opleidingshandleiding Prestasiebestuur "SEED" Trust (Effektebeurs Opleiding en Ontwikkeling) Salarisinligting Pensioenfondsaftrekkings Mediese Fonds Aftrekkings Werknemersinligting "Seed" Trust Weldadigheidsfonds
Inligting rakende Voortgesette Verpligtinge	Finansiële verslae vir interim, voorlopige en jaarlikse finansiële state van genoteerde maatskappye Koerantuitknipsels vir omsigtigheidsaankondigings Aandeelhouer verspreidingsvoldoening, indikatore op poslyste van genoteerde maatskappye Direkteursbesoldiging Skorsings Dividende-aankondigings Kennisgewings van algemene jaarvergaderings Omsendbriewe met betrekking tot voor-noteringsverklarings en prospektusse
"SATRIX" Inligting	"Satrix 40" "Satrix Fini" "Satrix Indi"
Ooreenkomste	Huur Sessie Lening Onderhoud Diens

ONDERWERP	KATEGORIE
	Verskaffers Borgskap Konsultasie Verkopers Inligtingsuitruiling Skikkingsmemorandum Lisensie/opdrag Besigheid
JSE Maandelike Bulletins	
JSE Koerante	
JSE Reëls en Regulasies; Noteringsvereistes (Butterworths – Internettoegang)	
Inligting rakende Beroepsgesondheids- en veiligheidskomitee	
Inligting rakende Maatskappysekretaris: Indexco Managers (Edms) Bpk Indexco Beperk Open Outcry Investment Holdings (Edms) Bpk Indexco II Bpk Indexco III Bpk JSE SAFEX Verrekeningsmaatskappy (Edms) Bpk Waarborgfonds Getrouheidswaarborgfonds Pensioenfonds Voorsorgfonds	Besonderhede van aandeelhouding, jaarlikse finansiële verslae, direkteure en ander verbandhoudende inligting

3.2 Outomatiese openbaarmaking [Artikel 14(1)(e)]

Publikasies beskikbaar by www.jse.co.za

Beginnersgids tot die JSE
Riglyne vir notering op die JSE
Geskiedenis en ontwikkeling van die JSE
Handleiding rakende Binne-inligting Handel
Meganika van Investering op die JSE
Verstaan van waarborgverhandeling
Lidmaatskap van die JSE en Safex
Die Geherstruktureerde JSE – Sinopsis van veranderinge
Geskiedenis van Safex
Safex Produkte
Elektroniese Aanvanklike Openbare Aanbod ("e-IPO")
Satrix
Skole Uitdaging
JSE Jaarverslag
Stelselspesifikasies
Markstatistieke
Marknuus
Vertraagde "SENS" kennisgewings
Kontaklyste
Finansiële portaal

3.3 Die versoekprosedures

'n Versoeker moet toegang verleen word tot 'n rekord van 'n openbare liggaam indien:

- Die versoeker voldoen aan al die prosedurele vereistes in die Wet met betrekking tot die versoek om toegang tot daardie rekord; en
- Toegang tot daardie rekord nie geweier word op grond van enige gronde vir weiering soos in die Wet uiteengesit nie.

Aard van die versoek:

- 'n Versoeker moet die aangehegte vorm gemerk "Vorm A" gebruik;
- Die versoeker moet ook aandui of 'n afskrif van die rekord verlang word en of die versoeker die rekord by the JSE se kantore wil besigtig;
- Indien 'n persoon toegang in 'n bepaalde formaat versoek het, moet die toegang (indien moontlik) in daardie formaat verleen word. Indien die versoekte toegang onredelik sou inmeng met die bedryf van die JSE, of die rekord sou beskadig, of 'n kopiereg sou skend wat nie aan die JSE behoort nie, kan toegang geweier word. Indien toegang vir praktiese redes nie in die verlangde formaat verleen word nie, maar in 'n alternatiewe formaat, sal toepaslike gelde betaalbaar wees;
- Indien die versoeker, benewens 'n skriftelike antwoord, op enige ander wyse oor die besluit ingelig wil word, bv telefonies, moet die versoeker daardie wyse aandui [art *18(2)(e)*];
- Indien die versoek namens iemand anders gerig word, moet die hoedanigheid waarin die versoek gerig word, aangedui word [art *18(2)(f)*];
- Indien 'n versoeker nie kan lees of skryf nie, of 'n gebrek het, kan die versoek om toegang tot 'n rekord mondeling gerig word. Die Inligtingsbeampte moet dan die vorm namens so 'n versoeker voltooi, en die versoeker van 'n afskrif van die rekord voorsien [art *18(3)*].

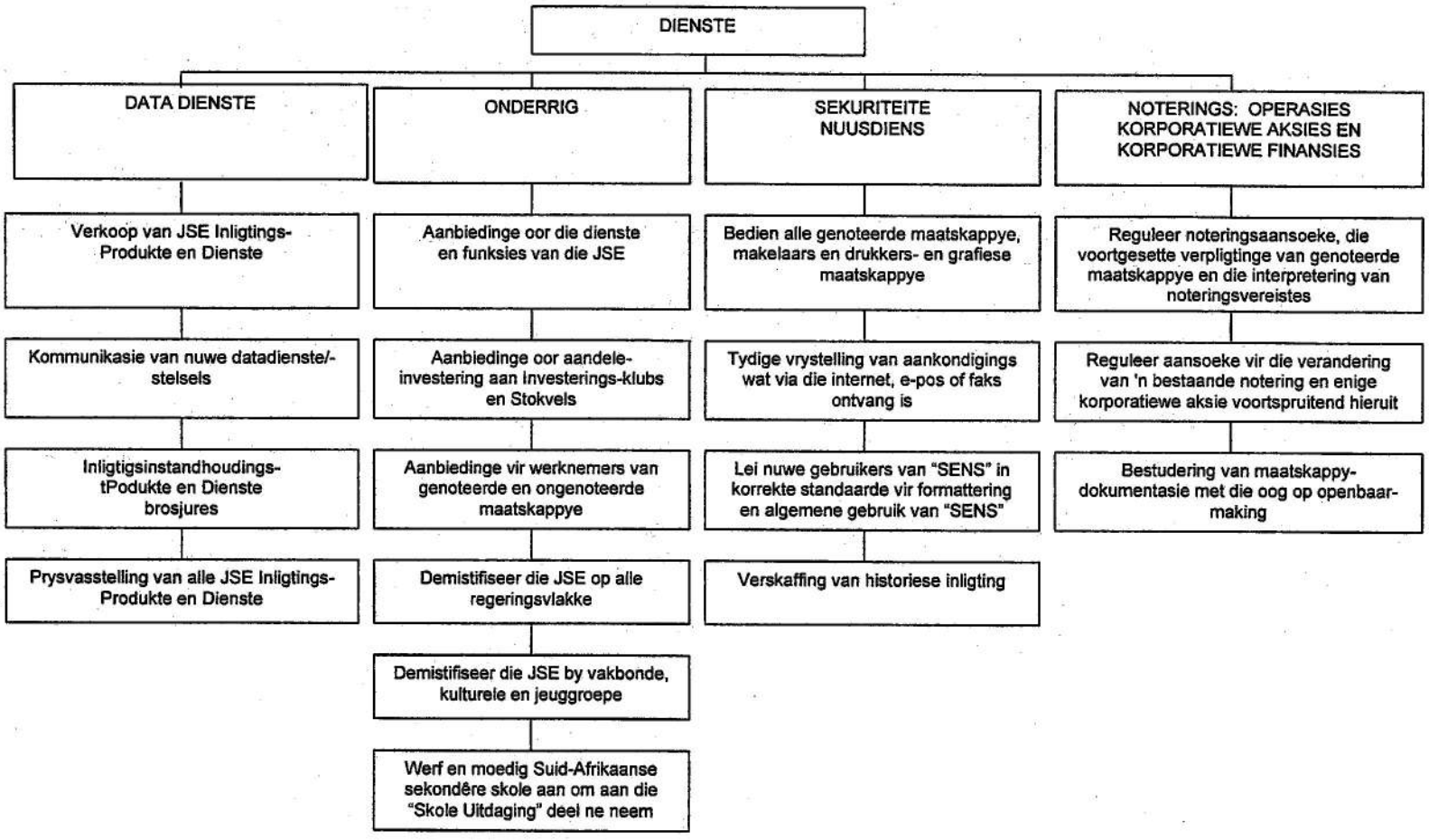
Daar is twee tipes gelde betaalbaar ingevolge die Wet, naamlik versoekgelde en toegangsgelde (art 22).

'n Versoeker wat toegang verlang tot 'n rekord wat persoonlike inligting oor daardie versoeker bevat, hoef nie die versoekgelde te betaal nie. Elke ander versoeker moet die vereiste versoekgelde betaal:

- Die Inligtingsbeampte moet by wyse van kennisgewing van die versoeker (behalwe 'n persoonlike versoeker) vereis om die voorgeskrewe gelde (indien enige) te betaal voordat die versoek verder geprosesseer word;
- Die versoekgelde betaalbaar aan openbare liggame is R35. Die versoeker kan, waar toepaslik, 'n interne appèl teen die betaling hiervan aanteken. "Vorm C" kan vir hierdie doel gebruik word, of 'n aansoek kan by 'n hof ingedien word, onderhewig aan die tender of betaling van die versoekgeld;
- Nadat die Inligtingsbeampte 'n besluit geneem het oor die versoek, moet die versoeker van sodanige besluit in kennis gestel word op die manier verlang deur die versoeker;
- Indien die versoek toegestaan word, moet verdere toegangsgelde betaal word vir die soek, voorbereiding en reproduksie van die rekord, en vir enige tyd wat meer as die voorgeskrewe ure vereis word om die rekord vir openbaarmaking te soek en voor te berei.

4. Dienste beskikbaar op 'n subskripsie grondslag [Artikel 14(1)(f)]

4.1 Aard van dienste



4.2 Hoe om toegang tot hierdie dienste te verkry:

Om toegang tot hierdie dienste by die JSE te verkry, moet versoeke aan die Inligtingsbeampte van die JSE gerig word:

Mnr. G Clarke

Adres:	Exchange Square 1 Gwenlaan Sandown
Posadres:	Privaatsak X991174 Sandton 2146
Telefoon:	+27 11 520-7259
Faks:	+27 11 520-8583
Webwerf:	www.jse.co.za
E-pos:	publicinfo@jse.co.za

5 Reëling vir openbare betrokkenheid by die formulering van beleid en die uitoefening van bevoegdhede [Artikel 14(1)(g)]

Selfs al is die JSE 'n openbare liggaam ingevolge die definisie van 'n "openbare liggaam" in die Wet, is dit 'n vrywillige assosiasie van lede onder private besit en private befondsing. Gevolglik sal die formulering van beleid en die uitoefening van bevoegdhede bepaal word deur sy Direksie en lede met stemreg ingevolge die aantal regte wat hulle in die JSE besit. Hierbenewens vereis die aard van die dienste wat deur die JSE verskaf word nie openbare betrokkenheid by die formulering van JSE beleid nie.

6 Beskikbaarheid van die handleiding [Artikel 14(3)]

'n Afskrif van die handleiding sal in Engels, Afrikaans en Zulu by elke plek van pliglewering, soos gedefinieer in Artikel 6 van die Wet op Pliglewering 1997, beskikbaar gemaak word, sowel as in die hoof ontvangsarea van die JSE.

Die Minister van Justisie en Staatkundige Ontwikkeling word vereis om hierdie handleiding in die Staatskoerant te publiseer in drie gekose amptelike tale.

Die handleiding is ook op die JSE se webwerf beskikbaar.

7 Voorgeskrewe gelde vir openbare liggame

DEEL II OF KENNISGEWING 187 IN STAATSKOERANT OP 15 FEBRUARIE 2002

GELDE MET BETREKKING TOT OPENBARE LIGGAME

Die gelde vir 'n afskrif van die handleiding soos beoog in regulasie 5(c) is R0,60 vir elke fotokopie van 'n A4-grootte bladsy of deel daarvan.

Die gelde vir reproduksie waarna verwys word in regulasie 7(1) is soos volg:

	R
Vir elke fotokopie van 'n A4-grootte bladsy of gedeelte daarvan	0,60
Vir elke gedrukte kopie van 'n A4-grootte bladsy of gedeelte daarvan wat op 'n rekenaar of in elektroniese of masjienleesbare formaat gehou word	0,40

Vir 'n kopie in 'n rekenaarleesbare formaat op:	
Disket ("stiffy")	5,00
Kompakte skyf ("CD")	40,00
Vir 'n transkripsie van visuele afbeeldings, vir 'n A4-grootte bladsy of gedeelte daarvan	22,00
Vir 'n kopie van visuele afbeeldings	60,00
Vir 'n transkripsie van 'n klankopname, vir 'n A4-grootte bladsy of gedeelte daarvan	12,00
Vir 'n kopie van 'n klankopname	17,00

Die versoekgelde betaalbaar vir elke versoeker, behalwe 'n persoonlike versoeker, waarna verwys word in regulasie 7(2) is R35,00.

Die toegangsgelde betaalbaar deur 'n versoeker waarna verwys word in regulasie 7(3) is soos volg:

	R
Vir elke fotokopie van 'n A4-grootte bladsy of gedeelte daarvan	0,60
Vir elke gedrukte kopie van 'n A4-grootte bladsy of gedeelte daarvan wat op 'n rekenaar of in elektroniese of masjienleesbare formaat gehou word	0,40
Vir 'n kopie in 'n rekenaarleesbare formaat op:	
Disket	5,00
Kompakte skyf	40,00
Vir 'n transkripsie van visuele afbeeldings, vir 'n A4-grootte bladsy of gedeelte daarvan	22,00
Vir 'n kopie van visuele afbeeldings	60,00
Vir 'n transkripsie van 'n klankopname, vir 'n A4-grootte bladsy of gedeelte daarvan	12,00
Vir 'n kopie van 'n klankopname	17,00

Om rekords vir openbaarmaking te soek en voor te berei, is R15,00 betaalbaar vir elke uur of gedeelte van 'n uur, behalwe die eerste uur, wat redelikerwys vir sodanige soektog en voorbereiding vereis word.

Vir doeleindes van artikel 22(2) van die Wet, geld die volgende:

Ses ure moet oorskry word voordat 'n deposito betaalbaar is en een derde van die toegansgelde is betaalbaar as 'n deposito deur die versoeker.

Die werklike posgeld is betaalbaar wanneer 'n afskrif van 'n rekord aan 'n versoeker gepos moet word.

Sekretariële Dienste Afdeling

Inligtingsbeampte: Mnr Gary Clarke
Telefoon: 520-7259
Telefaks: 520-8583
E-pos: **garyc@jse.co.za**

SECURITIES EXCHANGE SOUTH AFRICA

One Exchange Square
Gwen Lane, Sandown.
Private Bag X991174,
Sandton, 2146, South Africa.
Telephone: (2711) 520 7000
Web: www.jse.co.za

Voorgeskrewe vorms vir toegang tot 'n rekord van die JSE

AANHANGSEL B VAN KENNISGEWING 187 IN DIE STAATSKOERANT OP 15 FEBRUARIE 2002

VORM A

VERSOEK VIR TOEGANG TOT REKORD VAN DIE JSE

(Artikel 18(1) van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 of 2000))

[Regulasie 2]

VIR KANTOORGEBRUIK

Verwysingsnommer:

Versoek ontvang deur (meld rang, naam en van van Inligtingsbeampte/Adjunk Inligtingsbeampte) op (datum) te (plek).

Versoekgelde (indien enige): R .....

Deposito (indien enige): R .....

Toegangsgelde: R .....

HANDTEKENING VAN INLIGTINGSBEAMPTE/ADJUNK INLIGTINGSBEAMPTE

A. Besonderhede van die JSE

Die Inligtingsbeampte/Adjunk Inligtingsbeampte:

B. Besonderhede van persoon wat toegang tot die rekord verlang

(a) Die besonderhede van die persoon wat toegang tot die rekord versoek moet hieronder vermeld word.

(b) Voorsien 'n adres en/of faksnommer in die Republiek waarheen inligting gestuur moet word.

(c) Bewys van die hoedangheid waarin die versoek gemaak word, indien van toepassing, moet ingesluit wees.

Volle name en van: Identiteitsnommer: Posadres:

Faksnommer: Telefoonnommer: E-posadres:

Hoedanigheid waaring versoek gerig word, wanneer dit namens 'n ander persoon gerig word:

C. Besonderhede van persoon namens wie die versoek gerig word

Hierdie afdeling moet voltooi word slegs indien die versoek om inligting namens 'n ander persoon gerig word.

Volle name en van:

Identiteitsnommer:

D. Besonderhede van rekord

(a) Verskaf volledige besonderhede van die rekord waartoe toegang verlang word, insluitende die verwysingsnommer indien dit aan u bekend is, ten einde opsporing van die rekord moontlik te maak.

(b) Indien die spasie onvoldoende is, heg asseblief 'n bykomende bladsy by hierdie vorm aan. ***Die versoeker moet alle addisionele bladsye onderteken.***

1. Beskrywing van rekord of relevante deel van die rekord:

2. Verwysingsnommer, indien beskikbaar:

3. Enige verdere besonderhede van rekord:

E. Gelde

(a) 'n Versoek om toegang tot 'n rekord, uitgesonder 'n rekord wat persoonlike inligting oor u bevat, sal slegs verwerk word nadat ***versoekgelde*** *betaal is.*

(b) U sal in kennis gestel word van die bedrag wat vereis word as versoekgeld.

(c) Die ***gelde betaalbaar vir toegang*** *tot 'n rekord hang af van die formaat waaring toegang verlang word, asook die redelike tyd benodig vir die soektog na en voorbereiding van die rekord.*

(d) Indien u kwalifiseer vir kwytskelding van die betaling van enige gelde, meld asseblief die redes daarvoor.

Redes vir kwytskelding van die betaling van gelde:

F. Vorm vir toegang tot rekord:

Indien u weens 'n gebrek nie die rekord kan lees, besigtig of hoor in die vorm waarvoor daar in 1 tot 4 hieronder voorsiening gemaak word nie, meld u gebrek en dui aan in welke vorm u die rekord verlang.

Gebrek:	Formaat waarin die rekord verlang word:

Merk die toepaslike blokkie met 'n "X".

NOTAS:

(a) Voldoening aan u versoek om toegang hang af van die formaat waaring die inligting beskikbaar is.

(b) Toegang in die formaat versoek kan in sekere gevalle geweier word. In sodanige gevalle sal u in kennis gestel word of toegang in 'n ander formaat verleen kan word.

(c) Die bedrag betaalbaar vir toegang tot die rekord, indien enige, sal gedeeltelik bepaal word deur die formaat waarin die rekord versoek word.

1. Indien die rekord in geskrewe of gedrukte formaat beskikbaar is -

	Kopie van rekord*		Inspeksie van rekord

2. Indien die rekord uit visuele uitbeeldings bestaan -

(dit sluit in foto's, skyfies, video-opnames, rekenaar-gegenereerde beelde, sketse, ens.)

	Kyk na die visuele materiaal		Kopie van die visuele materiaal*		Transkripsie van die visuele materiaal*

3. Indien die rekord bestaan uit opgeneemde woorde of inligting wat in klank omskep kan word -

	Luister na die klankopname (klankkasset)		Transkripsie van die klankopname* (geskrewe of gedrukte dokument)

4. Indien die inligting op rekenaar of in elektroniese of masjienleesbare formaat gehou word -

	Uitdruk van die rekord*		Gedrukte afskrif van die inligting wat uit die rekord verkry is*		Afskrif in rekenaar-leesbare formaat* (disket of kompakte skyf)

*Indien u 'n afskrif of transkripsie van 'n rekord (hierbo) verlang, wil u hê dat die afskrif of transkripsie aan u gepos moet word? **Posgeld is betaalbaar.**	JA	NEE

Neem kennis dat, indien die rekord nie beskikbaar is in die taal wat u verkies nie, toegang verleen kan word in die taal waarin die rekord beskikbaar is.

In watter taal sou u die rekord verkies?

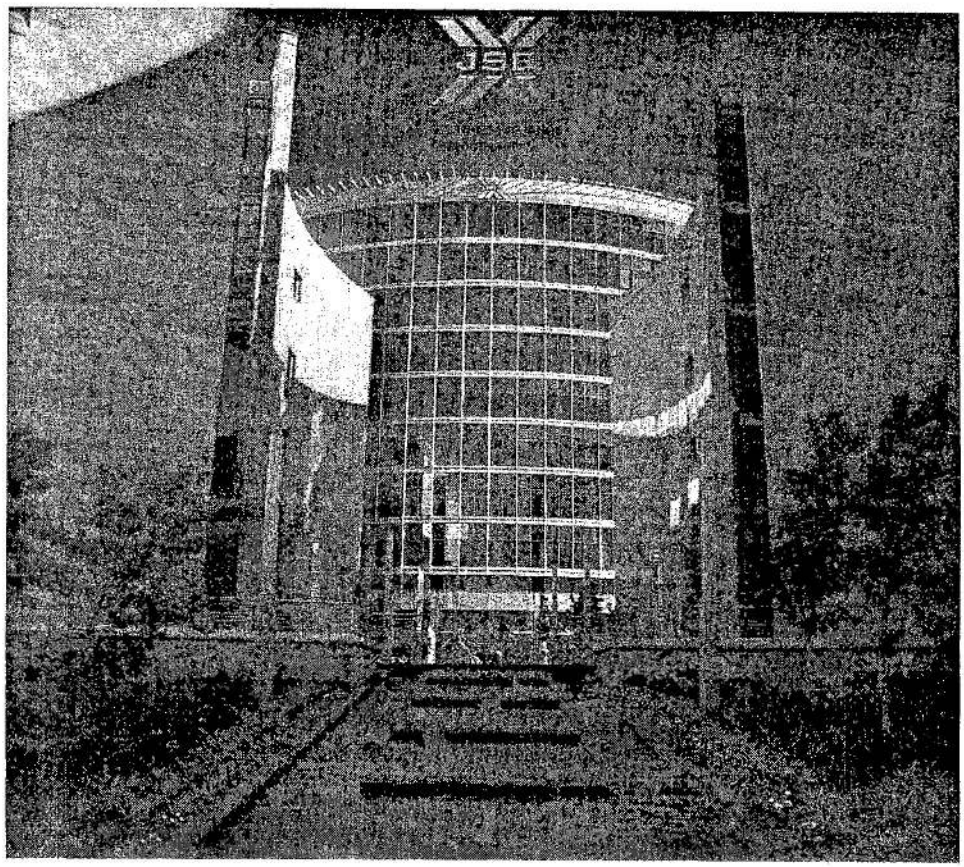
G. Kennisgewing van besluit rakende die versoek om toegang

U sal skriftelik in kennis gestel word of u versoek goedgekeur/geweier is. Indien u verlang om op 'n ander wyse daarvan in kennis gestel te word, dui dit asseblief aan en verskaf die nodige besonderhede sodat daar aan u versoek voldoen kan word.

Hoe sou u verkies om in kennis gestel te word van die besluit rakende u versoek om toegang tot die rekord?

Geteken te _____ op hierdie _____ dag van _____ 20__

HANDTEKENING VAN VERSOEKER/PERSOON NAMENS WIE VERSOEK GERIG WORD



JSE PUBLIC ACCESS TO INFORMATION MANUAL

UKUVULELWA KOMPHAKATHI INCWADI ENOLWAZI NGE-JSE

Okuqukethwe

1. Isendlalelo

2. Imininingwane ngokwesigaba 14

2.1 Imisebenzi nomumo we-JSE Securities Exchange South Africa ("JSE")

2.2 Umumo nokulawulwa kwe-JSE

2.3 Umdwebo womumo wabaPhathi be-JSE

2.4 Imininingwane yokuxhumana nathi

2.5 UMhlahlandlela weSigaba 10 mayelana nokusetshenziswa koMthetho [(Isigaba 14 (1)(c)]

3. Ukufinyelela olwazini olushicilelwe yi-JSE [Isigaba 14(1)]

3.1 Amarekhodi angahle acelwe [Isigaba 14(1)(d)

3.1.1 Incazelo yezihloko nemikhakha yamarekhodi aphethwe yi-JSE

3.2 Ukuvezwa kwezinto okuzenzekelayo [Isigaba 14(1)(e)]

3.3 Izindlela ezilandelwayo zokufakwa izicelo zolwazi

4. Izinsizakalo ezitholakalayo [Isigaba 14(1)(f)]

4.1 Ubunjalo lwezinsizakalo

4.2 Kungafinyelelwa kanjani kulezi zinsizakalo

5. Ukuhlelwa okuvumela ukubandakanywa komphakathi ekwakhiweni komgomo nasekusetshenzisweni kwamandla [Isigaba 14(1)(g)]

6. Ukutholakala kwencwadi [Isigaba 14(3)]

7. Izimali ezikhokhwayo ezibekiwe ngezinhlangano zomphakathi

Amafomu abekiwe ukuze kutholakale ulwazi lwe-JSE

Isaziso sesikhalazo esifakwe ngaphakathi

Lencwadi ibhalwe ngokuthi kulandelwe uMthetho wokuKhuthazwa ukuFinyelelwa oLwazini, ka-2000 (Promotion of Access to Information Act). Isendlalelo, esizichaza sona, sihlelwe ngezansi.

UMTHETHO

Ukuphumelelisa ilungelo lomthethosisekelo lokufinyeleliswa kwanoma yiluphi ulwazi oluqukethwe nguMbuso, nanoma yiluphi olunye ulwazi oluphethwe ngomunye umuntu noludingekayo ukuze kuvikelwe noma yimaphi amalungelo, nokubonelela udaba oluphathelene nalokho.

KUYEMUKELEKA UKUTHI -

uhlelo lukahulumeni eNingizimu Afrika ngaphambi kwamhla zi-27 April 1994, phakathi kokunye, lwaba nomthelela wosiko lwemfihlo nolungahambisani nezinhlangano zomphakathi nezangasese, okwakuvamise ukuholela ekusetshenzisweni kabi kwamandla nasekwephulweni kwamalungelo esintu;

isigaba 8 soMthethosisekelo siyakulungiselela ukusetshenziswa okulinganayo kwamalungelo aseMqulwini wamaLungelo abantu abakhiwe ngokomthetho, kuze kufike ebangeni elidingwa yilolohlobo lwamalungelo kanye nakulelo oludingwa uhlobo lwalabo bantu abakhiwe ngokomthetho.

isigaba 32(1)(a) soMthethosisekelo siyakulungiselela ukuthi wonke umuntu abe nelungelo lokufinyelela kunoma yiluphi ulwazi oluphethwe nguMbuso.

isigaba 32(1)(b) soMthethosisekelo siyakulungiselela ukusetshenziswa ngokulinganayo kwelungelo lokufinyelela olwazini oluphethwe ngomunye umuntu, ngabanye, uma lolo lwazi ludingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo;futhi

umthetho kazwelonke kufanele ubekwe ukuze uphumelelise leli lungelo elisesigabeni 32 soMthethosisekelo.

FUTHI KUBE KUKHUNJULWA UKUTHI -

uMbuso kufanele uhloniphe, uvikele, ukhuthaze futhi ugcwalise, okungenani, wonke amalungelo aseMqulwini wamaLungelo okuyisisekelo sombuso wentando yeningi eNingizimu Afrika;

ilungelo lokufinyelela noma yiluphi ulwazi oluphethwe yinhlangano yomphakathi noma yangasese lungahle lube nemikhawulo eyamukelekayo nekwazi ukwesekelwa emphakathini ovulekile nolandela intando yeningi owesekelwe esithunzini sesintu,

ekulinganeni nasenkululekweni njengoba kucatshangiwe esigabeni 36 soMthethosisekelo; nokuthi

izinyathelo ezamukelekayo zomthetho, ngokwesigaba 32(2) soMthethosisekelo, zinganikeza ukwehlisa komthwalo wezokulawula nowezezimali phezu koMbuso lapho uphumelelisa isibopho sawo sokuqhubekisa nokugcwalisa amalungelo okufinyelela olwazini.

NOKUTHI KUZE -

kuphenjwe usiko lokukhululeka lapho kungekho mfihlo nxa kumele kuphendulelwe izinto, ezinhlanganweni zomphakathi nezangasese, ngokuphumelelisa ilungelo lokufinyelela olwazini; kanye

nokuthuthukisa umphakathi waseNingizimu Afrika ukwazi nokufinyelela okuyikhokho olwazini ukubasiza ukuba basebenzise bavikele ngokugcwele wonke amalungelo abo.

2.1 Imisebenzi nomumo weJSE Securities Exchange South Africa ("JSE")

I-JSE umgwamanda wangasese, ebanini bayo bengabazimele, nefakelwa izimali ngasese amalunga ayo, ephethwe yiBhodi labaQondisi.
Imisebenzi yayo njengendawo okuhwebelwana ngezabelo, ilawulwa yiMithetho emibili yePhalamende, okunguMthetho wokuLawulwa kweziNdawo okuHwebelwana kuzo [(Stock Exchanges Control Act), 1 ka-1995 ("SECA")], ophethe izimakethe zezabelo kanye noMthetho wokuLawulwa kweziMakethe zezeziMali [(Financial Markets Control Act), 55 ka-1989 ("FMCA")], ophethe izimakethe zama"*derivatives*"ezezimali. Ngokwalemithetho i-JSE inikezwa incwadi yegunya njengendawo yokuhwebelwana ngezabelo kanye nanjengemakethe yezezimali (mayelana nama*derivatives* ezezimali nezolimo), kepha, ngokuhambisana nezinkambiso zamazwe ngamazwe, e-JSE izimakethe zisebenzisa ifilosofi yokuziqaphela ukuthi imakethe isebenza ngokomthetho. Amalungu abahwebi e-JSE kanye nabatshalizimali, kufanele balandele imithetho yokuhweba neminye imithetho ebekwa yi-JSE izikhathi ngezikhathi. I-JSE yona isebenza njengomqaphi wamalungu ayo futhi iqinisekisa ukuthi izimakethe zisebenza ngendlela ethembekile nengenamfihlo, eqinisekisa ukuvikelwa kwamalungelo abatshalizimali. Ngokufanayo, izinkampani zezabelo kufanele zilandele iziDingo zokuFakwa oHlwini lweZabelo ze-

JSE (JSE Listing Requirements) ezihlose ukuqinisekisa ukuvezwa ngikuphelele lokho okudingeka kwaziwe ngumphakathi mayelana nolwazi oluthintana nabatshalizimali.

Umsebenzi osemqoka we-JSE ukulungiselela inkundla yokusungula isikhwama semalimboleko, ngokuthi kuholwe imithombo yemali yabatshalizimali iye emisebenzi yezomnotho, ngalokho kwakhiwe ezomnotho kube kuqhakambiswa namathuba ezemisebenzi kanye nokwakhiwa kwengcebo. Ngaphezu kwalokho, makubhekwa ngasohlangothini lwama*derivatives*, umsebenzi wayo ukuletha indlela esebenza kahle nangokuphelele yokunqunywa kwentengo kanye nendlela yokuvikela izingozi eziphathelene nokunqunywa kwentengo.

I-JSE iyilungu elisemqoka ekusebenzeni kwezomnotho futhi yakha nesimo esilungele imakethe ehlelekile kwezokuhwebelana, ngalokho idale amathuba amasha okutshala izimali ezweni.

I-JSE yenza umsebenzi wokulawula izicelo zokufakwa ohlwini lwezabelo lwayo, izibopho eziqhubekayo zezinkampani esezifakwe ohlwini lwayo kanye nokuhunyushwa kwemigomo yokuba sohlwini lwe-JSE. Ngaphezu kwalokho, iJSE ilawula izicelo zokuguqulwa kwezimo zezabelo zezinkampani esezisohlwini kanye nanoma yiziphi izinyathelo zeziNkampani ezivela ngenxa yalokhu, nokubukisisa imibhalo yenkampani ngenhloso yokwazisa umphakathi. Kuphinde kube nomsebenzi wokushicilelwa kwezindaba ngezinkampani ezisohlwini, emphakathini wabahwebi, okungaba khona kuzo lezo ezinomthelela obucayi ngentengo yokuhwebelana ngezabelo. Umsebenzi wokukhishwa kwezindaba wenziwa esikhugweni esaziwa ngokuthi I-SENS.

Lomqulu uqukethe ulwazi olutholakala ezinkampanini ezingaphansi kwe- JSE Trustees (PTY) Limited ne Stock Exchange Nominees (PTY) Limited, kanye nazo zonke izinkampani ezixhumene nezinganyelwe yi-JSE eziyi: SAFEX Clearing Company (Pty) Limited, Indexco Limited, Indexco II Limited, Indexco III Limited, Indexco Managers (Pty) Limited and FSG Financial Services (Pty) Limited.

2.2 Umumo nokulawulwa kwe-JSE

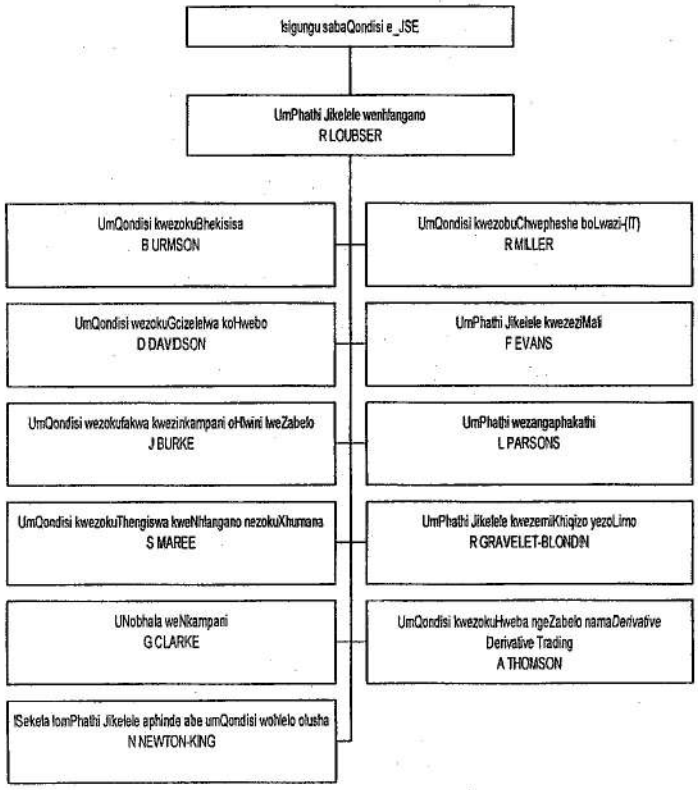
2.3

I-JSE inesigungu sabaQondisi esibhekene nokwakhiwa/ukubekwa kwemigomo namasu enhlangano le. Isigungu lesi sinamalungu ayi-13 (Amalungu angu-9 angabaPhathi abangabasebenzi eJSE, i-CEO (umPhathi Jikelele weNhlangano) kanye namalunga ama-3 angabaPhathi abasebenza eJSE). KuneKomiti eliPhethe elisebenza ngokugcwele eliholwa yi-CEO okunhloso yalo ukuphumelelisa izinqumo ngemigomo. Amalunga eKomiti labaPhathi, ngalinye likhungethene naleziGaba ezilandelayo -

Isigaba se-JSE	Imisebenzi
Imikhiqizo yezolimo	Ukuhwebelana ngamaderivatives aphathelene nezolimo
Ukuqedelwa nokuqinisekiswa	Igunya lokwenziwa kwezivumelwano ngalokho okuhwebelwana ngakho (Ukuvikela kweziNgozi

Isigaba se-JSE	Imisebenzi
kwenkokhelo yohwebo	zokugcizelela inkokhelo yohwebo) Iziko le-SWIFT
Ukuhwebelana ngezabelo nangama*derivatives*	Imakethe yezabelo nama*derivatives* ezezimali Ulwazi ngezabelo, nohwebo
Ezezimali	Imisebenzi emayelana nekhono lokugcinwa kwama-akhawunti, Ukuphathwa kwamaholo kanye nendawo yokubeka ingcebo yemali
EzobuChwepheshe kwezoLwazi (IT)	Izinsizakalo ngezinto ezisetshenziswayo – i*Network*, *AmaFacilities System*, i-*Internet/e-Commerce*, Ukuthuthukiswa kwama-*Applications System* kanye nama-*Open System*l
Ukufakwa kwezinkampani ohlwini lwezabelo	Ukusebenza kwalokho okuphathelene nokuba sohlwini lwezabelo, ukuqaphelwa kweziNhlangano ezisohlwini lwezabelo, iSENS (Stock Exchange News Service) uPhiko lwezindaba zezinkampani zezabelo kanye nezinhlobo zezabelo ezintsha.
Ezokuthengisa nezokuXhumana	Ukuthengisa igama kanye nokwakha uphawu lokwaziwa, Ukuxhumana kanye nobuDlelwane nabezokwethula izindaba, I-SADC Amazwe aseNingizimu yeAfrica, i-ASEA kanye nezimakethe zamazwe ngamazwe ezisafufusa, Ubudlelwane nomphakathi, Ukuxhumana/ubudlelwane neminyango kahulumeni.
Amabhizinisi amasha kanye nokwelulekwa ngezomthetho	Ukwelulekwa kwezomthetho, Izinsizakalo mayelana namabhizinisi amasha nangemininingwane ethile Izinkomba
Ihhovisi likaNobhala weNkampani	UNobhala weNkampani, Izinsizakalo kwezawoNobhala, Izinsizakalo ezixhasayo, Ukunakekelwa kwezakhiwo.
Amasu	Amasu IHhovisi lamaProjekhthi ezeBhizinisi (Enterprise Projects Office (EPO), IziNsizakalo zamaKhasimende kanye neMithombo yezaBantu.
Ukubhekisisa kwezohwebo	Ukubhekisisa kwezohwebo, ukuxhaswa kwabatshalizimali nabahwebi, Ukuvikelwa kwabatshalizimali kanye nezoPhenyo, IziNdlela zokuHweba kanye nezidingo zoKwenela kweziMali kubawebi.

2.3 Umdwebo womumo wabaPhathi beJSE



2. 4 Imininingwane yokuxhumana nathi

Imininingwane	IsiPhathimandla sezoLwazi	Iphini lesiPhathimandla sezoLwazi
Ikheli leposi Private Bag X991174 Sandton 2146	UMnu Gary Clarke UNobhala weNkampani	UNkk Angelika Nortje UMphathi oMkhulu weziNsizakalo zamaKhasimende nokuXhaswa kwawo
Ikheli lesakhiwo One Exchange Square, Gwen Lane, Sandown, 2146	i-*e-mail* garyc@jse.co.za	i-*e-mail* angeln@jse.co.za
Ucingo (011) 520 7000	(011) 520 7259	(011) 520 7345
Ucingo olunefeksi (011) 520 8583	(011) 520 8583	(011) 520 8592

2.5 Umhlahlandlela weSigaba 10 mayelana nokuthi usengatshenziswa kanjani uMthetho [Isigaba 14(1) (c)

Lo mhlahlandlela uzotholakala kuKhomishani yaMalungelo esiNtu kungekedluli inyanga ka-August 2003. Uyacelwa ukuthi wedlulisele noma yimiphi imibuzo lapha:

South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department

Ikheli leposi: Private Bag 2700
Houghton
2041
Ucingo: +27 11 484-8300
Ifeksi: +27 11 484-1360
i*Website*: www.sahrc.org.za
i-*e-mail*: paia@sahrc.org.za

3. Ukufinyelela emarekhodini aphethwe yi-JSE (Isigaba 14(1)
3.1 Amarekhodi angahle acelwe [Isigaba 14(1)(d)]

3.1.1 Incazelo yezihloko nemikhakha yamarekhodi aphethwe yiJSE

ISIHLOKO	UMKHAKHA
IBroker Deal Accounting (BDA); ukusetshenziswa kwe-*mainframe back –office accounting application* ebhalelwe abahwebi be-JSE, equkethe ulwazi mayelana nokuhwebelana, ukunikezana izimali, amarekhodi ezitifiketi ezigcizelela uhwebo, ukukhokhelwa ngendlela ye-elekhtronikhi kanye nezincwadi zokugcina ama-akhawunti zabahwebi.	Ukunakekelwa ngokubanzi Ukunakekelwa kwama-akhawunti (imininingwane yamakhasimende yezezibalo zezimo ezithile) Ukuhwebelana nokuhlela kabusha uhwebo Imininingwane yezezimali (eyemakhasimende nefaka konke okumayelana nama-akhawunti ngokubanzi) Ukulawulwa kwezikweletu Amarisidi ezitifiketi ezigcizelela uhwebo nezinkontileka Ukubuyiselwa kwezivumelwano zohwebo

ISIHLOKO	UMKHAKHA
	namarekhodi ezitifiketi zohwebelano Uhwebo olungakaphethulwa nomlando Imininingwane ngenzuzo IMakethe yezeziMali Amazinga ezokuphepha anikezwa ngamalungu abahwebi- Ukunakekelwa ukufinyelelwa ku-BDA Ulwazi olumayelana nezitifiketi zokubambela okwesikhashana ezibikwe njengezebiwe noma ezilahlekile Ulwazi ngama*Bonds* - ukuhweba nezivumelwano Imininingwane ngoxhaxha lotshalozimali oluphethwe ngothile, utshalozimali kanye nesilinganiso sentengo yangalesosikhathi ngezabelo
Ulwazi mayelana nokuBhekisiswa koHwebo kwamalungu e-JSE, kanye nezidingo zokwenela kwezimali kubahwebi (capital adequacy). I-*client server application* enabaniniyo ebhalelwe uMnyango wezokuBhekisisa we-JSE	Izidingo ngowenela kwezimali kubaHwebi Imibiko ngokwedluliswa kolwazi lwezohwebo okungavunyelwe ukuba lwaziwe kanye neyokubhekisiswa kwawo Iminingwane ngamakhasimende abahwebi, abangabatshalizimali
ISWIFT (Merva): Ulwazi mayelana nokukhokhelwa ngokweze-elekhtronikhi/ukwedluliselwa kwezitifiketi zokubambela okwesikhashana, njll.	Insizakalo ekwazi ukuthinta yonke indawo yokuthumela imiyalezo yeSWIFT ekhishwa yizinhlelo ze-BDA neze-IMAS
Uhlelo lokuQaphela uHwebo(iTrade Monitoring System), i-*mainframe application* enabaniniyo ebhalelwe uMnyango we-JSE wezokuqedela nokuqinisekiswa kwemkokhelo yohwebo (Clearing and Settlement Department): ulwazi olumayelana nokuqashelwa kwangaphakathi kwezikhundla ezisezimakethe zezabelo kwi-JSE	Ukuqinisekisa uhwebo oluphumulele nolungaphumelelanga
South African Institute of Stockbrokers (SAIS) – (Inhlangano yamameli boHwebo)	Iminingwane nokulawulwa kwamalungu e-SAIS
I-JSE Trustees (Pty) Ltd: I-akhawunti yemali esisiwe esetshenziswa ngamalungu ukwehlukanisa izikhwama zabatshalizimali	Izivumelwano ezingezezimali kanye nentela yamabhange
ISouth African Clearing Company Information (SAFCOM)	Ukuvalwa kwezivumelwano zama*derivatives* Ama-akhawunti ezibambiso Inzuzo yamabhangeInkokhelo nge-SWIFT
Ulwazi ngama*Derivatives* ezeziMali	Imininingwane yansukuzonke – amanani entengo okugcina osukwini atholakala kwi*website* (FTP) Uhwebo lwansukuzonke Ulwazi ngezimakethe Ulwazi ngokuqedelwa ngokuqinisekiswa kwenkokhelo yohwebo Umlando wemininingwane Ulwazi ngezibambiso I-JIBAR (iJhb Interbank agreed rate) I-STEFI (Isilinganiso senzuzo yesikhashana (Short term fixed interest rate), sibalwe ngabakwa-Alexander Forbes, I-RODI (Inzuzo yamaRandi yesibambiso

ISIHLOKO	UMKHAKHA
	sangayizolo) (Rand overnight deposit interest rate)
Ulwazi ngamalungu	Ukufakwa kwezicelo zobulungu kanye nabatshalizimali Inkomba yabahwebi kanye nabagcinimthetho Ohla lwamaLungu olugcinwe kwi-website Nolunye ulwazi ngamalungu olubalulekile: isiphathimandla esibheke ukulandelwa kwemithetho ebekiwe, umhwebi ongaphansi/ongaphezulu, Imininingwane efanele yenkontileka
Ulwazi ngemikhiqizo yezolimo	Imininingwane yansukuzonke – amanani entengo okugcina osukwini atholakalakwi*website* (FTP) Uhwebo lwansukuzonke Ulwazi ngezimakethe Ulwazi ngokuqedela ngokuqinisekisa nokukhokhelwa kohwebo Umlando wemininingwane Ulwazi ngezibambiso
Ulwazi ngeMakethe yeZabelo	
Isikhungo semininingwane yolwazi ngezabelo nezohwebo	Imininingwane yansuku zonke/ masonto nezinyanga zonke Okungcele ngohwebo lwase-JSE ngonyaka Uhwebo lwansukuzonke Iphephabhuku lazinyangazonke ngohwebo Izincwadi zokugcinwa kwamanani Okugcwele ngemininingwane nyohwebo ngenyanga
Isikhungo semininingwane yohlu lwezinkampani zezabelo	Imininingwane yoxhumana nezinkampani zezabeloImininingwane ngezinkampani zezabelo ezisohleni ngezikhungo zohwebo ngazimbili nangaphezulu. Izigugu zabaqondisi bezinkampani zezabelo Imininingwane ngabaxhumanisi bezinkampani zezabelo Ubuhlobo obuphakathi kwamazwe nezimali ezisetshenziswa kuwo Izinkampani zezabelo/ Abakhiphizabelo Imikhakha/Isakhiwo Uhlu lwemikhakha elandelwayo uma kushicilelwa amaphephandaba Umdidiyelo wezinkomba wezabelo Uhlu lwemididiyelo yezinkomba olulandelwayo uma kushicilelwa amaphephandaba Imininingwane ngenzuzo yezehlukaniso kanye nokwenzeka ezinkampanini ngesimo sezabelo Inzuzo nezahlulelo UnyakaMali wezinkampani zezabelo Ukwakheka kwesimo sezimali, nezabelo ezikhishiwe, njll Inkomba yezabelo eyi-ISIN Inkomba yezabelo Imiyalo – Ukushicilelwa kwendlela

ISIHLOKO	UMKHAKHA
	yokuhlukanisa inzuzo, njenge-nzuzo eyabiwayo yemali neyezitifiketi, ukwabiwa kwamalungelo kubaninizabelo, ukuhlukahlukaniswa nokuhlanganiswa kwezabelo, ukunyuswa nokwehliswa kwezabelo, izinkokhelo nokuphothulwa kwamalungelo obunikazi bezabelo, ukuguqulwa kwesimo sezabelo, ukushintshwa kwamagama ezabelo, ukuphothulwa nokuthukululwa kwezabelo, inzuzo eyabiwayo ngokuvalwa kwenkampani, inzuzo, inzuzo eyabiwayo ekhethekile kanye namanye amafa Uhlu ngokwenzeka enkampanini ngesimo sezabelo
Internet - Izinsizakalo zomphakathi ezesekelwe yi-*web*	Iphepha elinezaziso - ukukhishwa kolwazi lukhishelwa imakethe Uhlu ngokwenzeka enkampanini ngesimo sezabelo Izindaba ezikhishiwe zemakethe izindaba Ulwazi jikelele Ulwazi ngamalungu abahwebi be-JSE Izinkampani zezabelo Imininingane kanye nokubukeka kwemakethe
Igumbi lezezimali	Izintengo, amagrafu, ukudidiyelwa kwezinkomba, izindaba zezinkampani, ulwazi ngezinkampani, izibalo ezithile/imininingwano
I-*Intranet* – Izinsizakalo zabasebenzi ezesekelwe yi-*web*	Ulwazi lwabasebenzi
I-*Extranet* – eyesekelwe yi-*web* yamalungu aHweba e-JSE /amakhasimende	Eyalabo ababhalisele ukulusebenzisa Izincwadi zezaziso Izingcingo zokusiza uma unezinkinga Amalungelo e-JSE Izivivinyo zabaHwebi, abagcizelela ukuqinisekisa uHwebo, abagciniMthetho Izidingo zokuFakwa oHlwini ze-JSE Izidingo ngokwenela kwezimali kubaHwebi Amafomu e-NAS Uhla lwamagama Imininingwane yezobuchwepheshe yezinhlelo ezahlukene Imibhalo ngezoqeqesho Uhlelo olusheshayo lofufaka izintengiso Imethulo
I-EIPO	Ulwazi nge-Electronic Initial Public Offering
I-SENS	I-Stock Exchange News Services (Uphiko lokwethulwa kwezindaba ze-JSE)– ukusatshalaliswa kolwazi ngezezinkampani, okwenziwa yizinkampani
I-JSE/Liberty Schools Challenge: Yonke imininingwane mayelana nomncintisano wezikole	Inkundla yokuhwebalana enikezelwe yinhlangano ezimele
Izivivinyo ze-JSE	Abagcizeli Bokuqinisekisa Uhwebo kwi-JSE AbagciniMthetho be-JSE AbaHwebi beZabelo be-JSE

ISIHLOKO	UMKHAKHA
	Imithetho yama*Derivatives* ezeziMali e-JSE Umhwebi wemiKhiqizo yezoLimo ye-JSE Umhwebi oMkhulu wama*Derivatives* e-JSE
Ihhovisi lamaProjekhthi eze-Elekhtronikhi (Electronic Projects Office) (EPO)	Amaprojekhthi – imibhalo yamaphrojekhthi Ulwazi oluphathelene namasu Ucwaningo olugxile kumaphrojekhthi lawo
Ezemithombo yokuphathwa kwabantu	Ulwazi ngabasebenzi (kufaka phakathi imibhalo ephathelene nezokukhokha intela, izivumelwano ngezomsebenzi, nemininingwane yamabhange) Imigomo ephathelene nokuqondiswa kwezigwegweImininingwane ngezicelo zokuphutha emsebenzini Imininigwane ngezicelo zokuphutha emsebenzini ngenxa yokugula Imininigwane ngondlalifa Imigomo nezinkambiso yezemithombo ngokuphathwa kwabasebenzi Izinkambiso zokuqondisa izigwegwe Incwadi ngezoqeqesho Ukulawulwa kwezinga lobuciko ngomsebenzi – Isikhwama somxhaso se-JSE ngezemfundo nentuthuko (IStock Exchange Education and Development) Ulwazi ngamaholo Imininigwane ngophonso lwabasenzi esikhwameni sezoMhlalaphansi Imininigwane ngophonso lwabasebenzi esikhwameni sonakekelo lwezompilo. Isikhwama sokuSiza ababengabasebenzi bamalunga e-JSE Isikhwama sokubekela ikusasa
Ulwazi ngezibopho eziqhubekayo zezinkampani ezisohlwini lwezabelo	Imibiko yezezimali yeziNkampani ezisoHlwini, Ezicashunwe emaphephandabeni ngezixwayiso zezinkampani ezisohlwini Ulwazi ngokuhlelwa kobunini ngamaphathi zabelo bomphakathi kumbe abezinhlangano zangasese Inkokhelo yabaqondisi Ukumiswa kwesikhashana kwazinkampani ohlwini lwezabelo Ukumenyezelwa kwezahlukaniso zenzuzo Izaziso ngemihlangano yonyaka Izaziso ezimayelana nezitatimende ezandulela ukungeniswa ohlwini lwe-JSE kanye nezincwajana ezinolwazi ngomlando nenqubekela ngaphambili ngenkampani
Ulwazi nge-SATRIX	I-Satrix 40 I-Satrix Fini I-Satrix Indi
Izivumelwano	Ukuqasha Ukubambisa Ukweboleka Ukugcinwa esimweni esihle Izinsizakalo

ISIHLOKO	UMKHAKHA
	Abathengisi/Abathengisi Ukuxhaswa Ukubonisana Ukudayisa Ukwabelana ngolwazi Imibhalo eyisivumelwano ngalokho okuhlangenwe ngakho Incwadi yegunya/imisebenzi eyenziwayo eyabiwe Ibhizinisi
Iphephabhuku lazinyangazonke ngohwebo	
Imininingwane nge-GMIS	
Izincwadi zezaziso nge-JSE	
Imithetho nemiGomo ye-JSE; Izidingo zokufakwa ohlwini lwezinkampani zezabelo (Zitholakala kwabezincwadi kwa Butterworth kanye nakwi-Internet yabo.)	
Ulwazi ngeKomiti lezeMpilo nokuPhepha eMsebenzini	
Ulwazi ngoNobhala weNkampani: Abaphathi bakwa-Indexco (Pty) Ltd I-Indexco Limited I-Open Outcry Investment Holdings (Pty) Ltd I-Indexco II Ltd I-Indexco III Ltd I-JSE I-SAFEX Clearing Company (Pty) Ltd Isikhwama seziQiniseko Isikhwama sokweThembeka Isikhwama seMpesheni Isikhwama semali ebekelwe ikusasa	Imininingwane ngobuninisabelo, imibiko ekhishwa ngonyaka yezezimali, ulwazi ngabaqondisi kanye nolunye oluhlobene nalokho

3.2 Ukuvezwa kwezinto ezizenzekelayo [Isigaba 14(1)(e)]

Imibhalo etholakalayo www.jse.co.za

IBeginners Guide to the JSE
IGuideline to listing on the JSE
IHistory and development of the JSE
I-Insider Trading Manual
IMechanics of investment on the JSE
I-Understanding Warrants
IMembership of the JSE and Safex
IThe Restructured JSE – Synopsis of changes
IHistory of Safex
ISafex Products
I-Electronic Initial Public Offering (e-IPO)
ISatrix
ISchools Challenge
I-JSE Annual Report
ISystem Specifications
IMarket Statistics
IMarket News
IDelayed SENS announcements
IContacts list
IFinancial portal

3.3 Izindlela ezilandelwayo ngokufakwa kwezicelo

Ocelayo kufanele avunyelwe ukubona amarekhodi enhlangano yomphakathi uma evuma lokhu okulandelayo:

- Ocelayo uvumelana nazo zonke izidingo zenkambiso eziseMthethweni ezimayelana nesicelo esivuma ukubona lawo marekhodi; futhi

- Ukubona lelorekhodi akwenqatshelwa, ngaphansi kwanoma yisiphi isimo sokwenqaba esibekwe ngokoMthetho.

Uhlobo lwesicelo:

- Ocelayo kufanele asebenzise ifomu elinanyathelisiwe elibhalwe ukuthi i-"Fomu A";

- Ocelayo kufanele ukuba aphinde asho uma ngabe edinga umfaniso werokhodi noma uma efuna ukubuka irekhodi elibukela emahhovisi e-JSE;

- Uma umuntu ecela ukubona ifomu elithile, kufanele ukuba ocelayo anikezwe (uma kunokwenzeka) ilungelo lokubona lelo fomu ngendlela leyo ayicelile. Uma kunokwenzeka ukuthi indlela eceliwe izothikameza ngandlelathize ukusebenza kwe-JSE, izolimaza amarekhodi, noma izokwaphula ilungelo lokushicilela nokuthengisa elingelona le-JSE, kanjalo-ke imvume ayizukunikezwa. Uma ngenxa yezizathu ezibonakalayo, imvume ingezukukwazi ukunikezwa ngendlela ecelwe ngayo kodwa inikezwe ngenye indlela ekhona, sekuzodingeka ukuba kukhokhwe imali ethile;

- Uma ngaphezu kwempendulo ocelayo athunyelelwe yona, ocelayo edinga ukuba atshelwe ngesinqumo nganoma iyiphi enye indlela, isib. ngocingo, lokhu kufanele ukuba kuvezwe yilowo ocelayo [s 18(2)(e)];

- Uma lowo ecelayo ecelela omunye umuntu ulwazi oluthile, kuzofuneka ukuba kuvezwe isimo okucelwa ngaphansi kwaso [*s 18(2)(f)*];

- Uma ocelayo engakwazi ukufunda nokubhala noma enokukhubazeka okuthile, angasenza isicelo ngomlomo. IsiPhathimandla sezoLwazi kuzodingeka ukuba simgcwalisele lowo ocelayo ifomu maqede simunikeze umfaniso; [*s 18(3)*].

Kunezinhlobo ezimbili zemali okudingeka zikhokhwe ngokoMthetho, leyo-ke yimali yokufaka isicelo nemali yokukwazi ukubona amarekhodi (s22).

Umuntu odinga ukubona amarekhodi anemininingwane ebhekene naye uqobo, akudingeki ukuba akhokhe imali yokufaka isicelo. Yilowo nalowo muntu omunye ocelayo kufanele ukuba akhokhe leyomali yokufaka isicelo esidingekayo:

- IsiPhathimandla sezoLwazi kufanele sazise umuntu ofaka isicelo (ngaphandle kwalowo ozicelela yena mathupha) ngesaziso, ecela lowo ofake isicelo ukuba akhokhe imali ebikiwe (uma ikhona) ngaphambi kokuba kuqhutshekwe ngesicelo;

- Imali yokufaka isicelo ekhokhelwa izinhlangano zomphakathi u-R35. Ocelayo angafaka ukwedluliswa kwesicelo kwangaphakathi, uma kufanele, mayelana nalokhu;
- Ngemuva kokuba isiPhathimandla sezoLwazi sesisithathile isinqumo mayelana nesicelo, umuntu ocelayo kufanele ukuba aziswe ngaleso sinqumo kusetshenziswa indlela lowo muntu ocelayo azicelele yona.

- Uma imvume yesicelo inikeziwe kusafanele kukhokhwe enye imali yokukwazi ukubona amarekhodi ukuze kuthungathwe, kulungiswe, kuvezwe futhi kukhokhelwe nanoma yisiphi isikhathi eseseqe amahora abekelwe ukuthungatha nokulungisa amarekhodi ukuze adalulwe.

yalo

Kuleyo naleyo mifaniso eshicilelwe yekhasi elingu-A4 noma ingxenye yalo egcinwe ngendlela yokuthi ingafundwa kwi-computer noma emshinini	0,40
Ukuthola umfaniso okhishwe kwi-computer uyithola:	
Ocwecweni oluqini (stiffy disc)	5,00
Ocwecweni lwensimbi (Compact disk)	40,00
Ukulotshwa kwemifanekiso ebonwayo ekhasini elingu-A4 noma ingxenye yalo	22,00
Ukuthola ikhophi lemifanekiso ebonwayo	60,00
Ukulotshwa kwerekhodi elizwakala endlebeni ekhasini elingu-A4 noma ingxenye yalo.	12,00
Ukuthola umfaniso werekhodi elizwakala endlebeni	17,00
Ukuthungatha noma ukulungisa ulwazi oluzodluliswa kubiza u-R15 ihora ngalinye noma ingxenye yalo, kusukela kwelesibili. Elokuqala ngqa ihora limahhala.	

Ngokwemisebenzi yesigaba 22(2) soMthetho, lokhu okulandelayo kuyasebenza:

Okungenani kumele kwedlule amahora ayisithupha ngaphambi kokuba kukhokhwe imali yesibambiso. Umuntu ofaka isicelo solwazi kumele akhokhe isibambiso senani esilingana nokukodwa kokuthathu (1/3) kwentengo.

Imali yokuposa ikhokhwa lapho umfaniso kumele uposelwe lowo ocelayo.

Isigaba Sezinsizakalo Zomabhalane

Isiphathimandla Sezolwazi: Mr Gary Clarke
Ucingo: 520-7259
IFeksi: 520-8583
I-imeyili: **garyc@jse.co.za**

Amafomu ahlelelwe ukusetshenziselwa ukufinyelela amarekhodi e-JSE

ISONGEZO/ISIJOBELELO SESAZISO 187 ESIKUGAZETHI KAHULUMENI MHLA ZINGU 15 FEBRUWARI 2002

IFOMU A

ISICELO SOKUFINYELELA AMAREKHODI E- JSE

(Isigaba 18(1) soMthetho wokuKhuthazwa kokuFinyelelwa koLwazi ka-2000 (uMthetho Namba. 2 ka-2000))

[Umthetho 2]

KUGCWALISA IHHOVISI LAPHA

Inombolo yefayela/yenkomba:

Isicelo samukelwe (yisho isikhundla, igama nesibongo lesiPhathimandla sezoLwazi/iPhini lesiPhathimandla seloLwazi) mhla ka- (usuku) e-/kwa- (indawo).

Imali yokufaka isicelo (uma idingeka: R .....

Imali yesibambiso (uma idingeka: R .....

Imali yokubona amarekhodi: R .....

UKUSAYINA KWESIPHATHIMANDLA SEZOLWAZI/IPHINI LESIPHATHIMANDLA SEZOLWAZI

A. Imininingwane ye-JSE

IsiPhathimandla sezoLwazi/iPhini lesiPhathimandla sezoLwazi

B. imininingwane yomuntu odinga ukuthola amarekhodi

(a) Imininingwane yomuntu ofaka isicelo sokuthola ulwazi kumelwe ibhalwe ngenzansi.

(b) Nikeza ikheli kanye/noma inombolo yesikhahlamezi (fax) yaseRiphabhliki lapho okumele kuthunyelwe khona ulwazi.

(c) Kufanelwe kunanyatheliswe ubufakazi, uma kunokwenzeka, besikhundla isicelo esifakwa ngaphansi kwaso.

Amagama aphelele nesibongo: inombolo kamazisi: Ikheli:

Inombolo yesikhahlamezi (fax): Inombolo yocingo: I-email (Ikheli likagesi):

Isikhundla isicelo esifakwa ngaphansi kwaso uma sifakelwa omunye umuntu:

C. Imininingwane yalowo ofakelwa isicelo ngomunye umuntu

Lesi sigaba kufanele sigcwaliswe kuphela uma isicelo sokuthola ulwazi senzelwa omunye umuntu.

Amagama aphelele nesibongo:

Inombolo kamazisi:

D. Imininingwane ngerekhodi

(a) Nikeza imininingwane ephelele ngerekhodi olufakela isicelo, kanye nenkomba yalo/ yereferensi, uma uyazi, ukuze lutholakale kalula.

(b) Uma lesi sikhala osinikeziwe singeneli, uyacelwa ukuba usebenzise elinye ikhasi eliseceleni bese ulinamathelise kulefomu. ***Ocelayo kufanele asayine onke amakhasi amasha anezezele ngawo.***

1. Ukuchazwa kwerekhodi noma kwengxenye:

2. Inkomba/yereferensi, uma ikhona:

3. Noma yimiphi eminye imininingwane yerekhodi:

E. Inkokhelo/imali

(a) Isicelo sokubona amarekhodi, ngaphandle kwerekhodi eliqukethe ulwazi oluqondene nawe uqobo, sizokwenziwa kuphela emuva kokuba imali yokufaka isicelo isikhokhiwe.

(b) Uzokwaziswa ngenani lokufaka isicelo.

(c) ***Imali yokukhokhelwa ukuhlola amarekhodi yeyeme*** *kufomu okufakwa kulo isicelo futhi nasesikhathini esifanele/esilingene okudingeka kuthungathwe futhi kulungiswe ngaso irekhodi.*

(d) Uma kukulungele/unemvume yokuthi ungakhokhi, uyacelwa ukuba usazise ngesizathu salokho.

Isizathu sokungabandakanyeki ekukhokheni imali:

F. Ifomu lokuthola amarekhodi

Uma uvinjelwa ukukhubazeka ukuba ungakwazi/ungakhoni ukufunda, ukubuka noma ukulalela irekhodi ngokusebenzisa indlela yokulithola ngalezi zindlela ezinikezwe ku-1 kuya ku-4 ngenzansi, yisho uhlobo lokukhubazeka kwakho bese uchaza ukuthi ulifuna ngayiphi indlela irekhodi.

Ukukhubazeka:	Indlela irekhodi elidingeka ngayo:

Beka uphawu "X" ebhokisini elifanele.

QÀPHELA:

(a) Indlela ozothola ngayo ulwazi yeyeme ngohlobo okugcinwe ngalo irekhodi.

(b) Kungenzeka lungatholakali ulwazi ngokomumo obufisa ngaso. Uma kunjalo ke uzokwaziswa ngomumo omusha ulwazi olungatholakala ngakho.

(c) Imali yenkokhelo ngesicelo solwazi, uma ikhona, izogaguleka ngomumo wokutholakala kolwazi lolo.

1. Uma irekhodi libhaliwe -

	ikhophi lerekhodi*		ukuhlolwa kwerekhodi

2. uma irekhodi liqukethe imifanekiso ebonwayo -

(lokhu kufaka phakathi izithombe, amacwecwe okubukisa odongeni (visual projector slides), imifanekiso eqoshelwe umabonakude (VHS cassettes), imifanekiso eyenziwe kwiComputer , nolunye nje uhlobo lwemifanekiso njll.)

	Ukubukwa kwemifanekiso		Amakhophi emifanekiso*		Ukulotshwa kwemifanekiso ithuthelwe kwenye incwadi/indawo*

3. uma irekhodi liqukethe amagama aqoshiwe noma ulwazi olungabuye lukhiqizwe ngokusamsindo -

	Lalela ulwazi eluqoshwe kwiikhasethi		Ukulotshwa komsindo osamculo* (Incwadi yombhalo)

4. Uma irekhodi liqukethe amagama aqoshwe ngendlela yokuthi angafundwa kwiComputer noma emshinini -

	Umfaniso wombhalo*		Umfaniso wombhalo ngolwazi olutholakale kurekhodi *		Umfaniso ongafundwa kwiComputer* (ucwecwe oluqinile noma lwensimbi

*Uma ngabe ubucele umfaniso woshicilelo lolwazi, ufisa luthunyelwe ngeposi kuwe na? **Uma kunjalo, imali yokuposa kumelwe ikhokhwe.**	YEBO	CHA

Yazi ukuthi uma ulwazi lungatholakali ngolimi olufisayo, lusengatholakala kepha ngolunye ulimi olukhona.

Yiluphi ulimi ongathanda ukuthola ngalo ulwazi?

G. Isaziso ngesinqumo sesicelo sokuthola amarekhodi

Uzokwaziswa ngencwadi ngomphumela wesicelo sakho. Uma ngabe ufisa ukwaziswa ngalokhu ngenye indlela, uyacelwa ukuba uyicacise leyo ndlela futhi unikeze nemininingwane efanele ukuze isicelo sakho sizokwazi ukugcinwa.

Iyiphi indlela ozothanda ukuba waziswe ngayo ngesinqumo esimayelana nesicelo sakho sokuthola irekhodi?

"Lomqulu uqukethe ulwazi olutholakala ezinkampanini ezingaphansi kwe- JSE Trustees (PTY) Limited ne Stock Exchange Nominees (PTY) Limited, kanye nazo zonke izinkampani ezixhumene nezinganyelwe yi-JSE eziyi: SAFEX Clearing Company (Pty) Limited, Indexco Limited, Indexco II Limited, Indexco III Limited, Indexco Managers (Pty) Limited and FSG Financial Services (Pty) Limited."

Kusayinwe e/kwa _____ mhla ka- _____ _____ 20 ____

Ukusayina kwalowo ofaka isicelo/omele ofaka isicelo

The Rand Mutual Assurance Company Limited

and

RMA Life Assurance Company Limited

CONSOLIDATED CORPORATE MANUAL IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000

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The Rand Mutual Assurance Company Limited
and
RMA Life Assurance Company Limited

A Guide to

ACCESSING OUR INFORMATION

Our Manual in terms of Section 51 of the Promotion of Access to Information Act

Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

The Promotion of Access to Information Act No. 2 of 2000 was enacted on 23 November 2001 to give effect to Section 32 of the Constitution.

Section 32 of the Constitution of the Republic of South Africa No. 108 of 1996 provides:

1) Everyone has the right to access to:

   a) any information held by the State; and
   b) any information that is held by another person and that is required for the exercise or protection of any rights.

2) National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.

Therefore the Promotion of Acess to Information Act is a direct result of this constitutional right to access to information. The "national legislation" referred to in the Constitution has been enacted as the Promotion of Access to Information Act.

Introduction to this private body

The Rand Mutual Assurance Company Limited was founded in 1894 by three mining companies on the Witwatersrand as a non-profit mutual insurance company to administer workers' compensation benefits to the mining industry employees injured in the course and scope of their employment. In fact, the Rand Mutual pioneered workers' insurance in South Africa.

In 1941 the Workmen's Compensation Act (WCA) was promulgated and the Rand Mutual was granted a licence by the State to continue underwriting workers compensation insurance for the mining industry.

In 1993, when the Workmen's Compensation Act, 1941, was replaced with the Compensation for Occupational Injuries and Diseases Act (COID), the Rand Mutual retained its licence to underwrite workmen's compensation. The Rand Mutual has expanded its add-on and complementary covers and now offers additional personal accident related insurance products.

In 1990, RMA Life Assurance Company Limited was established as a wholly-owned subsidiary of Rand Mutual to manage pension benefits payable to claimants and their dependants.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Within these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website (www.randmutual.co.za).

Section A – Our details

Full Name	:	The Rand Mutual Assurance Company Limited
Registration Number	:	1899/000876/06
Registered Address	:	Edura 16th Floor 41 Fox Street Johannesburg 2001
Postal Address	:	PO Box 61413 Marshalltown 2107
Telephone Number	:	(011) 497-6600
Fax Number	:	(011) 834-4150
Head/CEO	:	Mr K C Mourant, Chief Executive
Designated Information Officer	:	Mr SB Makgalemele
Email Address of Information Officer	:	smakgalemele@randmutual.co.za
Website	:	www.randmutual.co.za

Section A – Our details

Full Name	:	RMA Life Assurance Company Limited
Registration Number	:	1990/006308/06
Registered Address	:	Edura 16th Floor 41 Fox Street Johannesburg 2001
Postal Address	:	PO Box 61413 Marshalltown 2107
Telephone Number	:	(011) 497-6600
Fax Number	:	(011) 834-4150
Head/CEO	:	Mr K C Mourant, Chief Executive
Designated Information Officer	:	Mr SB Makgalemele
Email Address of Information Officer	:	smakgalemele@randmutual.co.za
Website	:	www.randmutual.co.za

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application.
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post	:	South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700 Houghton 2041
Telephone	:	(011) 484-8300
Fax	:	(011) 484-0582
Website	:	www.sahrc.org.za
E-mail	:	PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

a) STATUTORY COMPANY INFORMATION

i) Certificate of Incorporation;

ii) Memorandum and Articles of Association;

iii) Certificate to Commence Business;

iv) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;

v) Proxy Forms;

vi) A Register of Allotments;

vii) Register of Members;

viii) Index of Members;

ix) Register of Mortgages and Debentures and Fixed Assets;

x) Register of Directors' shareholdings;

xi) Register of Directors and Certain Officers;

xii) Directors' Attendance Register;

xiii) Branch Register;

xiv) Annual Financial Statements including:

a) Annual accounts;

b) Directors' reports;

c) Auditor's report.

d) Annual Reports

xv) Books of Account regarding information required by the Companies Act, 1973;

xvi) Supporting schedules to books of account and ancillary books of account;

b) STATUTORY EMPLOYEE RECORDS

i) Employees' names and occupations;

ii) Remuneration paid to each employee;

iii) Date of birth of each employee;

iv) Salary register;

v) Employment equity plan;

vi) Records of foreign employees;

vii) Arbitration awards;

viii) Determinations made in terms of the Wage Act;

ix) Industrial training records;

x) Staff records (after date of employment ceases);

xi) Expense accounts.

c) OTHER EMPLOYEE RECORDS

i) Employee contracts;

ii) Incentive schemes;

iii) Staff loan schemes;

iv) Study assistance schemes;

v) Maternity leave policy;

vi) Relocation policy;

vii) Housing scheme;

viii) Disability scheme;

ix) Funeral insurance scheme;

x) Group personal accident;

xi) Group life;

xii) Code of conduct.

d) PENSION AND RETIREMENT FUNDING RECORDS

i) Pension Fund Rules;

ii) Minutes of Meetings of trustees and members;

iii) Contribution Reports;

iv) Annual accounts.

e) ENVIRONMENTAL HEALTH AND SAFETY

i) Records of risk assessment and monitoring results in respect to hazardous mine work;

ii) Records of assessment and air monitoring and asbestos inventory;

iii) Medical surveillance records related to mine work;

iv) Records of type of work carried out by mine employers;

v) Medical surveillance records in respect of occupational injury

vi) Dates of medical surveillance reports;

vii) Records of training of employers in respect of workmens' compensation;

viii) Record of working hours and remuneration in respect of mine employees;

ix) Permits, licences, approvals and registrations for operations of sites and business:

x) Emergency response plans.

f) FIXED PROPERTY

i) Title Deeds;

ii) Leases;

iii) Building plans;

iv) Mortgage Bonds or other encumbrances to fixed property.

g) MOVABLE PROPERTY

i) Asset register;

ii) Finance and Lease Agreements;

iii) Notarial Bonds;

iv) Deeds of Pledge.

h) INTELLECTUAL PROPERTY

i) Patents, patent applications and inventions;

ii) Trademarks, trade names and protected names;

iii) Copyrights;

iv) Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, joint venture agreements and joint development agreements;

v) Litigation and other disputes involving intellectual property.

i) AGREEMENTS AND CONTRACTS

i) Material agreements concerning provision of services or materials;

ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;

iii) Agreements with shareholders, officers or directors;

iv) Acquisition or disposal documentation;

v) Agreements with contractors and suppliers;

vi) Agreements with customers;

vii) Warranty agreements;

viii) Sale agreements;

ix) Distributor, dealer or agency agreements;

x) Restraint agreements;

xi) Agreements with governmental agencies;

xii) Purchase or lease agreements.

j) TAXATION

i) Copies of all Income Tax Returns and other tax returns and documents.

k) LEGAL

i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;

ii) Settlement agreements;

iii) Material licences, permits and authorisations.

l) INSURANCE

i) Insurance policies;

ii) Claim records;

iii) Details of insurance coverages, limits and insurers.

m) INFORMATION TECHNOLOGY

i) Hardware;

ii) Operating Systems;

iii) Telephone Exchange Equipment;

iv) Telephone Lines, Leased Lines and Data Lines;

v) WAN and LAN Installations;

vi) Software Packages;

vii) Disaster Recovery;

viii) Internal Systems Support and Programming / Development;

ix) Capacity and Utilisation of Current Systems;

x) Development or Investment Plans;

xi) Agreements;

xii) Licences;

xiii) Audits.

n) SALES AND MARKETING

i) Products;

ii) Markets;

iii) Clients;

iv) Brochures and Advertising Materials;

v) Sales;

vi) Public Relations Policies and Procedures;

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in Annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required

for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statues:

- Administration of Estates Act No. 66 of 1965
- Atmospheric Pollution Prevention Act No. 45 of 1965
- Banks Act No. 94 of 1990
- 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
- Competition Act No. 89 of 1998
- Co-operatives Act No. 91 of 1981
- Correctional Services Act No. 111 of 1998
- Credit Agreements Act No. 75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Customs and Excise Act No. 91 of 1964
- Debt Collectors Act No. 114 of 1998
- Defence Act No. 44 of 1957
- Designs Act No. 195 of 1993
- Employment Equity Act No. 55 of 1998
- Financial Intelligence Centre Act No. 38 of 2001
- Financial Markets Control Act No. 55 of 1989
- Health Professions Act No. 56 of 1974
- Housing Act No. 107 of 1997
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- Legal Deposit Act No. 54 of 1997
- Long-term Insurance Act No. 52 of 998
- Mine Health and Safety Act No. 29 of 1996
- Minerals Act No. 50 of 1991
- Mineral and Petroleum Resources Development Act No. 28 of 2002
- National Environmental Management Act No. 107 of 1998

- National Road Traffic Act No. 93 of 1996
- National Water Act No. 36 of 1998
- Nuclear Energy Act No. 131 of 1993
- Nuclear Energy Act No. 46 of 1999
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Public Finance Management Act No. 1 of 1999
- Road Transportation Act No. 74 of 1977
- Security Officers Act No. 92 of 1987
- Short-term Insurance Act No. 53 of 1998
- South African Medicines and Medical Devices Regulatory Authority Act No. 132 of 1998
- South African Police Service Act No. 68 of 1995
- Space Affairs Act No. 84 of 1993
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Unit Trusts Control Act No. 54 of 1981
- Witness Protection Act No. 112 of 1998

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Close Corporations Act No. 69 of 1984
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Estate Agency Affairs Act No. 112 of 1976
- Explosives Act No. 26 of 1956
- Financial Markets Control Act No. 55 of 1989
- Immigration Act No. 13 of 2002
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995

- Liquor Act No. 27 of 1989
- Machinery and Occupational Safety Act No. 6 of 1983
- Mine Health and Safety Act No. 29 of 1996
- Minerals Act No. 50 of 1991
- Mutual Banks Act No. 124 of 1993
- National Payment System Act No. 78 of 1998
- National Water Act No. 36 of 1998
- Nursing Act No. 50 of 1978
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Sectional Titles Act No. 95 of 1986
- South African Medicines and Medical Devices Regulatory Authority Act No. 132 of 1998
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Corporate Booklets.
2. Corporate Pamphlets / Brochures.
3. Corporate Reports
4. Corporate Posters
5. Other literature intended for public viewing.

Section F – General

ABOUT RMA

The Rand Mutual Assurance Company Limited, known as the Rand Mutual, was founded in 1894 by mining companies on the Witwatersrand as a mutual insurance company to underwrite workers' compensation for mining industry employees injured in the course and scope of their environment. In fact, the Rand Mutual pioneered workers' compensation insurance in South Africa.

The Rand Mutual has achieved unique status in the mining industry because of its add-on complementary products which run hand in hand with the workers compensation programme and the quality of its service and delivery. The Rand Mutual has expanded these complementary products and now offers a variety of personal accident related insurance covers designed to meet the needs of the particular employers and employees operating both inside and outside the mining domain.

The Rand Mutual is committed to continue serving its stakeholders with unfailing dedication and compassion.

Major innovative and competitive advantage

Entrepreneurial strengths

- Rand Mutual was the pioneer in the provision of workers' compensation insurance in RSA with over 100 years experience.
- Envied financial stability with Duff and Phelps "AA-" risk rating.
- Blue chip reputation and credentials.
- Excellent strategic alliances with service delivery partners e.g. The Employment Bureau of Africa (TEBA) which provides in-the-field support for tracing of claimants' dependants payment of benefits and care of disabled employees. TEBA-Cash assists with the payment of pensions.
- Cost effective preferred provider arrangements with pharmaceutical suppliers and hospitals.

- Highly developed expertise in assessment of disabilities for compensation purposes.
- A vast database of information on mine accidents which is available for accident prevention programmes and risk management.
- The funding of all significant liabilities in full as opposed to a cash flow basis e.g. pension and future medical liabilities, which ensures long term financial strength and stability.
- Provision of ex gratia pension benefits and extra-statutory covers which place the Company as an innovative front-runner in our domain.
- Ability to contain administration costs to approximately 6% of gross premium income due to absence of intermediary brokers (no commission), having six branch offices and efficiencies due to long-developed expertise and strategic partners.

Marketing and industry focus

Core business is workers compensation and related covers for the mining industry.

Personal accident covers offered:

- Group personal accident.
- Commuting journeys travel insurance for staff employed by the mines.
- Riot cover for mines.
- HIV/AIDS cover for medical and safety personnel on the mines and hospitals.

Geographic markets, customers and strategic partners in service delivery

Current geographic areas covered for workers compensation:

- All areas of RSA but concentrated in the Welkom, Klerksdorp, Kimberley, Carletonville, Rustenburg and Witbank areas.
- Disability pensions are paid to many parts of the world for disabled workmen who emigrated subsequent to sustaining injury or upon reaching normal retirement.
- Policyholders (who are also shareholders) are currently 122 mining and mining-related companies many of which are subsidiaries of the major mining groups in RSA.

Strategic partners in service delivery:

- TEBA and TEBA cash - pension payments, tracing of beneficiaries and follow up and support for rural disabled workers and dependants.

- National Institute for Social Security in Mocambique for the payment of pensions for disabled workmen and dependants.
- Preferred provider hospitals, clinics and medical suppliers.

PRODUCTS AND SERVICES

Statutory Cover

The Rand Mutual compensates for the effects of accidental injury or death and occupational diseases arising out of and in the course of employment in terms of the COID Act.

Extra-statutory Cover: Added Value

Employees of Rand Mutual members are covered and compensated in terms of COID if injured whilst:

- Representing their employers in organised sports events and
- Whilst off duty in the hostels in which they reside.

Statutory Benefits

The Rand Mutual pays all workers' compensation benefits, including medical treatment, provided for under COID, namely:

- Compensation for Temporary Total Disablement
- Compensation for Temporary Partial Disablement
- Compensation for Permanent Disablement
- Constant Attendance Allowances (for disabled workers needing ongoing care)
- Compensation to dependants in the event of fatalities

Extra-statutory Benefits : Value Added

- Disability Family Allowances which are payable to married 100% permanently disabled employees with children to support.
- Fatality Family Allowances that are payable where the deceased is survived by a spouse and more than three children – COID compensates the deceased's spouse and three youngest children only.

- Physically or Mentally Disabled Children's Pensions are payable for life.

Pensions

In terms of COID, pensions are payable to:

- Employees injured in work related accidents or who contract occupational diseases and whose disabilities are assessed at 31% to 100% and to
- The totally financially dependent survivors of employees who succumb to their work related injuries or diseases.

RMA GROUP VISION AND MISSION

Vision

To be the workers compensation insurer of choice.

Mission

Rand Mutual's mission is to:

- Provide, with empathy, workers compensation benefits to injured workers and their dependants;
- Operate according to the highest standards of integrity and responsibility;
- Provide insurance services of the highest standard to its members and the insured workforce;
- Observe recognised standards of corporate governance;
- Manage capital, reserves and provisions in a prudent and effective manner.

Objective

Rand Mutual's objectives are:

Operational

- To provide workers compensation benefits to the employees of the members of the Company under a long term licence from the Compensation Commissioner in which

enterprise and autonomy are recognisably underpinned by an environment in which RMA is driven to provide cost effective services at the highest standards.

Financial

- To employ shareholders' funds to yield a return commensurate with cost of capital;
- To maintain a solvency margin at an adequate but not excessive level which is regularly reviewed to take account of any changes in the Company's and members' circumstances;
- To maintain provisions and reserves at appropriate levels to meet clearly identified objectives and ensuring that, where necessary, they are adequately quantified by specialist actuaries;
- To invest funds which yield acceptable rates of return utilising state of the art investment management techniques in accordance with an investment policy which is regularly reviewed to take account of changing circumstances.

Humanitarian and environmental

- To be recognised as an organisation that makes a meaningful contribution to society by the exercise of its business with due regard for the special needs of claimants, pensioners and their dependants and its staff.
- To contribute to relevant programmes for the upliftment of rurally based mineworkers and their families, working through specialist agents such as The Employment Bureau of Africa (TEBA) and TEBA Bank.
- To promote medical and vocational rehabilitation of injured mineworkers.

The Rand Mutual Assurance Company Limited
and
RMA Life Assurance Company Limited

ANNEXURE "A"

FORM C

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 Chief Executive:

.....

.....

.....

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: .....

The Rand Mutual Assurance Company Limited
and
RMA Life Assurance Company Limited

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: .....
.....	.....
.....	.....

The Rand Mutual Assurance Company Limited
and
RMA Life Assurance Company Limited

Mark the appropriate box with an X

NOTES:

a) Compliance with your request in the specified form may depend on the form in which the record is available.

b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

c) The fee payable for access to the record, if any, will be determined partly by the form in which assess is requested.

1.	**If the record is in written or printed form:**				
	copy of record*		inspection of record		
2.	**If record consists of visual images** (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)				
	view the images		copy of the images*		transcription of the images*
3.	**If record consists of recorded words or information which can be reproduced in sound:**				
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4.	If record is held on computer or in an electronic or machine-readable form:				
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact 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: .....
.....
.....

The Rand Mutual Assurance Company Limited
and
RMA Life Assurance Company Limited

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 REQUESTERER/PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE "B"

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. **Copies of a manual**

   Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. **Reproduction fees**[1]

   Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

3. **Access fees**[2]

   Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part II of Annexure "A" to the Regulations.

4. **Other fees**

   4.1 A request fee[3] of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.

   4.2 A search fee[4] may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.

   4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable[5].

4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure "A", Part III, Item 4(1)(f).

5 Section 5(2).

PART III

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:

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

3. The 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:

				Rand
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 of machine-readable form		0,75
	c)	For a copy in a computer-readable form on-		
		i)	stiffy disc	7,50
		ii)	compact disc	70,00
	d)	I)	For a transcription of visual images, for an A4-size page or part thereof	40,00
		ii)	For copy of visual images	60,00

			Rand
e)	l)	For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
	i)	For a copy of an audio record.....	30,00
f)		To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such 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.

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

for

AFRICA GROUP INSURANCE BROKERS (PTY) LTD

1 COMPANY OVERVIEW

Africa Group Insurance Brokers (Pty) Ltd, is a registered company, (99/08573/07) dealing with the provision of insurance and other insurance related issues.

2 GENERAL

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

Name of Body	: Africa Group Insurance Brokers (Pty) Ltd
Physical Address	: 278 Serene Street Garsfontein 0042
Postal Address	: P.O. Box 90120 Garsfontein 0042
Information Officer	: Mr O C Van Wyk
Telephone No	: +27 12 348 0812
Facsimile Transmission	: +27 12 348 7257
Email	: Pretoria@agib.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 Africa Group Insurance Brokers (Pty) Ltd 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 Africa Group Insurance Brokers (Pty) Ltd

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 **GROUNDS 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

QUANTUM BUREAU SERVICES (PTY) LTD

1 COMPANY OVERVIEW

Quantum Bureau Services (Pty) Ltd, is a registered company, (99/014476/07) dealing with the administration of short term insurance.

2 GENERAL

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

Name of Body	: Quantum Bureau Services (Pty) Ltd
Physical Address	: 278 Serene Street Garsfontein 0042
Postal Address	: P.O. Box 90120 Garsfontein 0042
Information Officer	: Mr O C Van Wyk
Telephone No	: +27 12 348 0812
Facsimile Transmission	: +27 12 348 7257
Email	: cobusvs@qbs.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 Quantum Bureau Services (Pty) Ltd 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 Quantum Bureau Services (Pty) Ltd**

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 **GROUNDS 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

MEGAWATT WHOLESALERS (PTY) LTD

1 COMPANY OVERVIEW

Megawatt Wholesalers (Pty) Ltd, is a registered company, (1981/011235/07) dealing with the wholesale of electrical industrial parts and supplies and related products.

2 GENERAL

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

Name of Body	: Megawatt Wholesalers (Pty) Ltd
Physical Address	: 10 Pretorius Street Pretoria
Postal Address	: P.O. Box 6931 Pretoria 0001
Information Officer	: Mr. Thrassyvoulos Vurgarellis
Telephone No	: +27 12 323 4101
Facsimile Transmission	: +27 12 328 3486
Email	: vurgy@wol.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 Megawatt Wholesalers (Pty) Ltd 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 Megawatt Wholesalers (Pty) Ltd

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 **GROUNDS 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

SCHOOLS FOR AFRICA UNDERWRITING MANAGERS (PTY) LTD

1 COMPANY OVERVIEW

Schools for Africa Underwriting Managers (Pty) Ltd, is a registered company, (2000/007723/07) dealing with the underwriting of schools on behalf of Santam Insurance.

2 GENERAL

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

Name of Body	: Schools for Africa Underwriting Managers (Pty) Ltd
Physical Address	: Office number 2 Woodhill Park 948 Bernard Street Garsfontein 0042
Postal Address	: P.O. Box 11229 Hatfield 0028
Information Officer	: Mr G Benade
Telephone No	: +27 12 993 1875/6
Facsimile Transmission	: +27 12 993 1878
Email	: gerhardb@sfanet.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 Schools for Africa Underwriting Managers (Pty) Ltd 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 Schools for Africa Underwriting Managers (Pty) Ltd**

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 **GROUNDS 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

DARO ENTERPRISES (PTY) LTD

1 COMPANY OVERVIEW

Daro Enterprises Pty Ltd, is a registered company, (1965/05507/07) dealing in the manufacture and wholesale of pet feeds and all related products.

2 GENERAL

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

Name of Body	: Daro Enterprises Pty Ltd
Physical Address	: 19 Rose Etra Street, Pretoria West
Postal Address	: P.O. Box 1312 Pretoria 0001
Information Officer	: Mr. Craig Campbell
Telephone No	: +27 12 327 1279
Facsimile Transmission	: +27 12 327 1271
Email	: craigcam@iafrica.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 Daro Enterprises Pty Ltd 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 Daro Enterprises Pty Ltd

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 **GROUNDS 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

CAMPCON CC

1 COMPANY OVERVIEW

CAMPCON CC, is a registered close corporation, (1991/030694/23) dealing in wholesale of live and ornamental fish and related products.

2 GENERAL

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

Name of Body	: CAMPCON CC
Physical Address	: 19 Rose Etra Street, Pretoria West
Postal Address	: P.O. Box 1312 Pretoria 0001
Information Officer	: Mr. Craig Campbell
Telephone No	: +27 12 327 1279
Facsimile Transmission	: +27 12 327 1271
Email	: craigcam@iafrica.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 CAMPCON CC 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 CAMPCON CC

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 **GROUNDS 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

P D CAFE CC

1 COMPANY OVERVIEW

P D Cafe CC, is a registered close corporation, (1999/070884/23) trading as House of Coffees dealing with restaurant and food services industry.

2 GENERAL

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

Name of Body	: P D Cafe CC
Physical Address	: Shop U65, Menlyn Park Shopping Centre Pretoria
Postal Address	: P.O. Box 17089, Groenkloof 0027
Information Officer	: Mr. Dimitrios Simitopoulos
Telephone No	: +27 12 368 1313
Facsimile Transmission	:
Email	: hocmenlyn@wol.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 P D Cafe CC 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 P D Cafe CC

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 **GROUNDS 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

G. T AVVAKOUMIDES INCORPORATED

1 COMPANY OVERVIEW

G.T. Avvakoumides Incorporated (Registaration Number 1999/07193/21) is a professional company practising as Attorneys and Legal Cost Consultants.

2 GENERAL

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

Name of Body	: G.T. Avvakoumides Incorporated
Physical Address	: Bankforum Building, Groung Floor, 337 Bronkhorst Street, New Muckleneuk, Pretoria
Postal Address	: P.O. Box 2815 Brooklyn Square 0075
Information Officer	: Mr. George Theodore Avvakoumides
Telephone No	: +27 12 460 1880
Facsimile Transmission	: +27 12 460 5163
Email	: gta@gtav.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 G.T. Avvakoumides Incorporated 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 G.T. Avvakoumides Incorporated

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 **GROUNDS 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

MEP EMPIRE INVESTMENTS (PTY) LTD

1 COMPANY OVERVIEW

MEP Empire Investments (Pty) Ltd, is a registered company, (1998/19917/07) dealing with the acquisition of property.

2 GENERAL

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

Name of Body	: MEP EmpireInvestments (Pty) Ltd
Physical Address	: Shop 5, 545 Voortrekker Road, Gezina, Pretoria
Postal Address	: P.O. Box 25071 Gezina 0031
Information Officer	: Mrs. Maria Eulalia Pereira Teixeira
Telephone No	: +27 12 335 6654
Facsimile Transmission	: +27 12 335 8009
Email	: carloswp@mweb.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 MEP Empire Investments (Pty) Ltd 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 MEP Empire Investments (Pty) Ltd

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 **GROUNDS 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

GEARBOX AND DIFF CENTRE (PRETORIA) (PTY) LTD

1 COMPANY OVERVIEW

Gearbox and Diff Centre (Pretoria) (Pty) Ltd, is a registered company, (1996/015316/07) dealing with the repairs and rebuilding of manual gearboxes and differentials of motor and commercial vehicles.

2 GENERAL

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

Name of Body	: Gearbox and Diff Centre (Pretoria) (Pty) Ltd
Physical Address	: 227 Vonkprop Street, Samcor Park Extension 1 Pretoria
Postal Address	: P.O. Box 1381 Silverton 0127
Information Officer	: Mr. Phillipus Stephanus Jooste-Coetzee
Telephone No	: +27 12 803 8819
Facsimile Transmission	: +27 12 803 0621
Email	: geardif@netactive.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 Gearbox and Diff Centre (Pretoria) (Pty) Ltd 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 Gearbox and Diff Centre (Pretoria) (Pty) Ltd

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 **GROUNDS 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

CORTELL CONSULTING (S.A.) (PTY) LTD

1 COMPANY OVERVIEW

Cortell Consulting (S.A.) (Pty) Ltd, is a registered company, (1999/010211/07) trading as Cortell Business Solutions dealing with business intelligence services, costing and related products.

2 GENERAL

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

Name of Body	: Cortell Consulting (S.A.) (Pty) Ltd
Physical Address	: Bock B, Sandhurst Business Park, Cnr Rivonia and Katherine Roads, Sandown
Postal Address	: Private Bag X9 Benmore 2010
Information Officer	: Mr. Gregory Bogiages
Telephone No	: +27 11 444 1401
Facsimile Transmission	: +27 11 444 2963
Email	: gbogiages@cortell.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 Cortell Consulting (S.A.) (Pty) Ltd 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 Cortell Consulting (S.A.) (Pty) Ltd

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 **GROUNDS 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

ALEXANDROS PROPERTY INVESTMENTS (PTY) LTD

1 COMPANY OVERVIEW

Alexandros Property Investments (Pty) Ltd, is a registered company, (2000/003942/07) dealing with management of property and business services.

2 GENERAL

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

Name of Body	: Alexandros Property Investments (Pty) Ltd
Physical Address	: Menlo Spar, 1st Floor, 13th Street, Menlo Park Pretoria
Postal Address	: P.O. Box 36292 Menlo Park 0102
Information Officer	: Mr. Elias Papavarnavas
Telephone No	: +27 12 460 6255
Facsimile Transmission	: +27 12 346 1030
Email	: elias@menlospar.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 Alexandros Property Investments (Pty) Ltd 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 Alexandros Property Investments (Pty) Ltd

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 GROUNDS 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

CARLOS W POWER CC

1 COMPANY OVERVIEW

Carlos W Power CC, is a registered close corporation, (1999/005776/23) dealing with the maintenance and repair of motor vehicles.

2 GENERAL

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

Name of Body	: Carlos W Power CC
Physical Address	: Shop 5, 545 Voortrekker Road, Gezina Pretoria
Postal Address	: P.O. Box 25071 Gezina 0031
Information Officer	: Mrs. Maria Eulalia Pereira Teixeira
Telephone No	: +27 12 335 6654
Facsimile Transmission	: +27 12 335 8009
Email	: carloswp@mweb.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 Carlos W Power CC 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 Carlos W Power CC

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 **GROUNDS 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

ELISHA INVESTMENTS CC

1 COMPANY OVERVIEW

Elisha Investments CC, is a registered close corporation, (1996/033314/23) Trading as Menlo Spar dealing with retail services of food and household products and general dealer.

2 GENERAL

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

Name of Body	: Elisha Investments CC
Physical Address	: Menlo Spar, 13th Street, Menlo Park, Pretoria
Postal Address	: P.O. Box 36292 Menlo Park 0102
Information Officer	: Mr. Elias Papavarnavas
Telephone No	: +27 12 460 6255
Facsimile Transmission	: +27 12 346 1030
Email	: elias@menlospar.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 Elisha Investments CC 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 Elisha Investments CC

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 **GROUNDS 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.

SECTION 51 MANUAL FOR
HABITS BOUTIQUE CC CK 86/09080/23
Prepared in terms of section 51 of The Promotion of Access to information Act 2 of 2000

INTRODUCTION TO HABITS BOUTIQUE CC
The Closed Corporation is a ladies Fashion Retail and Manufacture company situated in the Claremont area of Cape Town – Western Cape.

CONTACT DETAILS OF THE CLOSED CORPORATION
HABITS BOUTIQUE CC
NO 1 CAVENDISH CLOSE , CAVENDISH STREET, CLAREMONT 7708
TELEPHONE : 021- 671 7330
FAX: 021-671 5201
Email – info@habits.co.za

CONTACT DETAILS OF MEMBER
Mrs Jennifer Ann Le Roux - Sole Member
3 Phyllis Road, Claremont , Cape 7708
Tel: 021 797 9983

CONTACT DETAILS OF THE INFORMATION OFFICER
Mrs Lynn Haigh - Company Accountant
Kruger House, Kruger Street, Franschhoek, Cape
P.O. Box 575 Paarden Eiland 7420
Telephone – (021) 8764242
Fax – (021) 876 4244
Email – lhacc@xsinet.co.za

SECTION 10 GUIDE
The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041
Telephone - (011) 484 8300
Fax – (011) 484 0582
Website – www.sahrc.org.za
Email – PAIA@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION
Any records that are required to be made available in terms of the Company laws of South Africa.
Any records kept in terms of legislation applicable to the business conducted by the Company and Retail Industry in general.

ACCESS TO THE RECORDS
Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at No 1 Cavendish Close, Cavendish Street , Claremont 7708.
Interested parties are requested to contact the Information Officer in order to make such an appointment (See contact details above).

RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERM OF THE ACT
Records covered under the Companies Act .
Please note that an appointment to view will still have to be made with the Information Officer although a formal application need not be submitted.

RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT
Employee Contracts
Client information
Lease Agreements

Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before the Closed Corporation will allow any access to be viewed.

THE REQUEST PROCEDURES
Form of Request

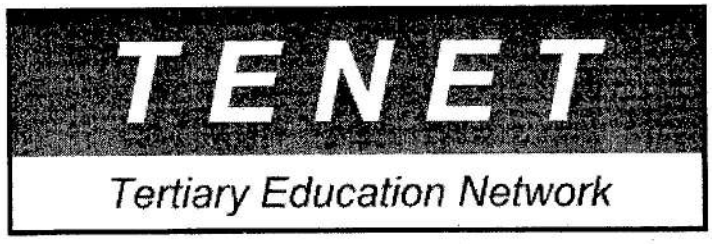
To request a document not in terms of the Act the requester must address the request to the Information Officer in writing and request an appointment to view the documentation.

To request a document in term of the Act, the request must use the prescribed form to make the request. This must be made to the Information Officer. 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 body concerned 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 exercise 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 body concerned.

-
- **AVAILABILITY OF THE MANUAL OF HABITS BOUTIQUE CC CK86/09080/23**
- The manual is available for inspection at the offices of HABITS BOUTIQUE CC NO 1 CAVENDISH CLOSE, CAVENDISH STREET, CLAREMONT 7708 free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette.



INFORMATION MANUAL

PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (Act No. 2 of 2000)

Edition 2003.01

8 February 2003

NOTICE

This edition of TENET's Information Manual was published on 8 February 2003. It supersedes any earlier editions. A later edition may have superseded it.

The current edition of TENET's Information Manual may be downloaded from TENET's web site (http://www.tenet.ac.za) and/or inspected during normal office hours at TENET's office address as given elsewhere in this Manual. No fee is payable for such downloads or inspections.

Upon request and receipt of the prescribed fees, including postage, a printed copy of the current version of TENET's Information Manual will be sent to a Requester.

Requests for information from TENET that are made in terms of the Promotion of Access to Information Act should be made on the prescribed form, a copy of which may be obtained from the Department of Justice or downloaded from TENET's web site at http://www.tenet.ac.za.

Requests for information from TENET that are made in terms of the Promotion of Access to Information Act may be subject to fees, as provided for under the Act, in Government Notice No. R. 187 of 15 February 2002 and elsewhere.

Section 51(1)(a)

Company name and registration

Tertiary Education Network (TENET)
(Association incorporated under Section 21)
Company registration number: 2000/020780/08
Registered as a Nonprofit Organisation: NPO number 014-801 NPO
VAT registration number 4191091926
Address: 46 Rouwkoop Road, Rondebosch, 7700, Republic of South Africa
Web URL: http://www.tenet.ac.za

Head of the company

Dr. Duncan H Martin
Chief Executive Officer and Public Officer
telephone: +27 +21 686 6010
telefacsimile: +27 +21 689 7465
e-mail: ceo@tenet.ac.za

Section 51(1)(b)

The Human Rights Commission has not yet compiled the section 10 guide.

Section 51(1)(c)

Not applicable.

Section 51(1)(d)

Information is available in terms of the following legislation:

Companies Act;
Compensation of Occupational Injuries and Diseases Act;
Labour Relations Act;
Basic Conditions of Employment Act;
Employment Equity Act;
Skills development Levies Act;
Trademarks Act;
Electronic Communications and Transactions Act.

Section 51(1)(e)

INFORMATION HELD BY TENET

Formal documents

Founding documents;
Directors' Consents (CM-27 forms);
Extracts from the Company Register (CM-29 forms);
Board documents;
General meeting documents;
Minutes of Board Meetings and General Meetings;

Audited annual financial statements; and

Annual reports.

Business and Operating Policies

Descriptions of Services offered by TENET;

Descriptions of Donor-Funded Programs managed by TENET;

AC.ZA eligibility and service policies;

Internet address space assignment and administration policies for the UNINET Project;

Accounting policies; and

Human resources policies.

Technical and contact information

Limited network operational information (traffic graphs);

Assignee and Point of Contact information for sub-domains of AC.ZA domain (Whois service);

Assignee and Point of Contact information for sub-domains of UNINET Project Reverse Lookup DNS domains (Whois service);

AC.ZA DNS zone file (primary name server);

Various AC.ZA sub-domains' DNS zone files (secondary name server); and

Reverse lookup DNS zone files for UNINET Project address space allocations (primary name server).

Relations with external parties

Information under this Subject, relating to external parties, includes correspondence, contracts, meeting documents and minutes, suppliers' quotations, delivery documents and reports

Client institutions;

Donor foundations;

Government departments, especially, but not limited to, the Department of Commerce (Companies Registration Office), the Department of Education, the Department of Communications and the Department of Science and Technology;

The Internet Industry including, but not limited to, the Internet Service Providers' Association, the Internet Society and Namespace ZA;

Committee of Technikon Principals (CTP);

South African University Vice-Chancellors' Association (SAUVCA);

Telkom SA Limited (as TENET's major supplier);

American Registry for Internet Numbers (ARIN); and

Other Suppliers.

Administrative information

Service orders from clients, commissioning reports, acceptances;

Orders placed on suppliers;

Accounting source documents and records;

Human resources records;

Receipts and payments;

Bank statements;

Tax records; and

General correspondence.

HENNING ATTORNEYS

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000

INDEX

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

1. INTRODUCTION

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

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

Any requestor is advised to contact Mr FJ Henning should he / she require any assistance in respect of the utilization of this manual and/or the requesting of information / documents from HENNING ATTORNEYS.

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of HENNING ATTORNEYS from time to time;
"HENNING ATTORNEYS"	shall mean HENNING ATTORNEYS, structured as a Sole Proprietor which renders legal services including legal advice and legal representation to individual clients and corporate businesses.
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The Sole Proprietor of HENNING ATTORNEYS has been appointed as the Information Officer of HENNING ATTORNEYS, to which requests for information in terms of the Act should be addressed.

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

Name of body:	HENNING ATTORNEYS		
Sole Proprietor and appointed Information Officer:		Mr FJ Henning	
Address:	47 Rae Frankel Street Brackenhurst Alberton	Website address:	n/a
Postal address:	PO Box 17013 Randhart 1457	E-mail:	jhenning@mweb.co.za
Telephone:	(011) 867-3888	Fax:	(011) 867-1681

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

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

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit	Telephone:	+27 11 484 8300
The Research and Documentation Department	Fax:	+27 11 484 0582 / 1360
Private Bag 2700	Website:	www.sahrc.org.za
HOUGHTON	E-mail:	PAIA@sahrc.org.za
2041		

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

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

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

HENNING ATTORNEYS keeps information and/or documents in accordance with the following legislation.

- Income Tax Act, No.58 of 1962 (Sec 75)
- Copyright Act, No. 98 of 1978
- Labour Relations Act, No. 66 of 1995
- Employment Equity Act, No. 55 of 1998 (Sec 26)
- Value Added Tax Act, No. 89 of 1991 (Sec 65)
- Attorneys Act, No. 53 of 1979
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)

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

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

HENNING ATTORNEYS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of HENNING ATTORNEYS
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Human Resources (personal information of past, present and prospective employees and partners / directors)

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by HENNING ATTORNEYS is automatically available without a person having to request access in terms of and subject to the provisions of the Act. A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

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

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

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

- This manual is available for inspection at the offices of HENNING ATTORNEYS, free of charge.
- Copies of the manual may be obtained, subject to the prescribed fees, at the offices of HENNING ATTORNEYS.
- It should be noted that the manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

Barpro Storage SA (Pty) Ltd

ACCESSING OUR INFORMATION

Our Manual in terms of Section 51 of the Promotion of Access to Information Act

Table of contents

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Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we, as a private body, compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to this private body

Barpro Storage SA (Pty) Ltd is involved in the mobile racking industry. We manufacture, under licence to Storax Racking Systems UK, and install mobile racking systems into both ambient and cold warehouses. We supply and service installations in South Africa, as well as neighbouring countries, viz. Namibia, Angola and Mauritius.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

Section A – Our details

Full Name:	Barpro Storage SA (Pty) Ltd
Registration Number:	96/07659/07
Registered Address:	Unit 48 Frazzitta Business Park Cnr Freedom Way and Koeberg Road Milnerton 7441
Postal Address:	P.O. Box 16 Paardeneiland 7420
Telephone Number:	021-552 9190
Fax Number:	021-552 9170
Head/CEO:	Peter Spears
Designated Information Officer:	Cheryl Sullivan
Email Address of Information Officer:	barpro@iafrica.com
Website:	www.storax.org.uk

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;

4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of Information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

(i) Certificate of Incorporation;
(ii) Certificate of Change of Name (if any);
(iii) Memorandum and Articles of Association;
(iv) Certificate to Commence Business;
(v) Register of Directors' shareholdings;
(vi) Register of Directors and Certain Officers;
(vii) Directors' Attendance Register;
(viii) Annual Financial Statements including:
  (a) Annual accounts;
  (b) Auditor's report.
(ix) Books of Account regarding information required by the Companies Act, 1973;
(x) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

(i) Books of Account including journals and ledgers;
(ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

(c) STATUTORY EMPLOYEE RECORDS

(i) Employees' names and occupations;
(ii) Remuneration paid to each employee.
(iii) Date of birth of each employee;
(iv) Employment equity plan;
(v) Salary and wages register;
(vi) Staff records (after date of employment ceases);
(vii) Expense accounts;
(viii) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

(i) Employee contracts;

(ii) Incentive schemes;

(iii) Staff loan schemes;

(iv) Maternity leave policy;

(v) Group personal accident;

(vi) Group life;

(vii) Code of conduct.

(e) FIXED PROPERTY

(i) Leases;

(f) MOVABLE PROPERTY

(i) Asset register;

(ii) Finance and Lease Agreements;

(g) INTELLECTUAL PROPERTY

(i) Patents, patent applications and inventions;

(ii) Trademarks, trade names and protected names;

(iii) Copyrights;

(iv) Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements;

(v) Litigation and other disputes involving intellectual property.

(h) AGREEMENTS AND CONTRACTS

(i) Material agreements concerning provision of services or materials;

(ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;

(iii) Agreements with shareholders, officers or directors;

(iv) Acquisition or disposal documentation;

(v) Agreements with contractors and suppliers;

(vi) Agreements with customers;

(vii) Warranty agreements;

(viii) Sale agreements;

(ix) Distributor, dealer or agency agreements;

(x) Restraint agreements;

(xi) Agreements with governmental agencies;

(xii) Purchase or lease agreements.

(i) TAXATION

(i) Copies of all Income Tax Returns and other tax returns and documents;

(j) LEGAL

(i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;

(ii) Settlement agreements;

(iii) Material licences, permits and authorisations;

(k) INSURANCE

(i) Insurance policies;

(ii) Claim records;

(iii) Details of insurance coverages, limits and insurers.

(l) TRANSPORTATION

(i) Permits – Drivers Licences;

(m) INFORMATION TECHNOLOGY

(i) Hardware;

(ii) Operating Systems;

(iii) Telephone Exchange Equipment;
(iv) Telephone Lines, Leased Lines and Data Lines;
(v) LAN Installations;
(vi) Software Packages;
(vii) Disaster Recovery;
(viii) Internal Systems Support and Programming / Development;
(ix) Capacity and Utilization of Current Systems;
(x) Agreements;
(xi) Licenses;
(xii) Audits.

(n) SALES AND MARKETING
(i) Products;
(ii) Markets;
(iii) Customers;
(iv) Brochures, Newsletters and Advertising Materials;
(v) Sales;
(vi) Public Relations Policies and Procedures;
(vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
  - Written particulars of employment
  - Information about remuneration
  - Powers to question and inspect
  - Protection of rights
- Companies Act No. 61 of 1973
  - Accounting Records
  - Annual Financial Statements
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Credit Agreements Act No. 75 of 1980
  - Furnishing of information to prospective credit receivers
  - Obligation of credit receiver to furnish certain information
  - Powers of inspectors
- Customs and Excise Act No 91 of 1964
  - Disclosure of information and rendering of mutual assistance in terms of convention or agreement
  - Business accounts, documents, etc., to be available for inspection

- Employment Equity Act No. 55 of 1998
  - Disclosure of information
  - Duty to inform
  - Protection of employee rights
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
  - Protection of employees and persons seeking employment
  - Disclosure of information
  - Inspection and copies of documents
  - Dismissals based on operational requirements
  - Transfer of contract of employment
  - Disclosure of information regarding insolvency
- Occupational Health and Safety Act No. 85 of 1993
  - Disclosure of information
- Short-term Insurance Act No. 53 of 1998
  - Copy of policy and inspection of policy records
- Unemployment Insurance Act No. 63 of 2001
  - Disclosure of information

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
  - Written particulars of employment
  - Keeping of records
- Companies Act No. 61 of 1973
  - Retention of records
  - Regulations for the retention and preservation of company records
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
  - Business accounts, documents, etc., to be available for inspection
- Employment Equity Act No. 55 of 1998
  - Duty to keep records
- Income Tax Act No. 58 of 1962
  - Record keeping by persons deriving income other than remuneration
  - Record keeping in relation to taxable capital gain or assessed capital loss
- Value-added Tax Act No. 89 of 1991
  - Records to be kept by vendor

Section E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Newsletters.
2. Booklets / Pamphlets / Brochures / CD presentations / Posters
3. Reports.
4. Audio Visual Material / Video Cassettes

SECTION 51 MANUAL FOR SOUTHERN CROSS STATIONERS CC

CK 1989/002249/23 VAT REG 4180101091

1. Contact details:

PO Box 1959	20 Girton Road
Houghton	Parktown
2041	JHB
011 642 5162 tel	011 642 3811 fax

sales@southernxstationers.co.za

2. Access to the records held by the private body in question
   i. Available without use of the Act
      FINANCIAL – Annual reports
      ADMIN – HR/PRO/Training
   ii. Requestable in terms of the Act
      SALES – Turnover/bad debtors/stock items
      ACCOUNTS
      TENDERS AND CONTRACTS
3. Availability of the manual *[Section 51(3)]***
   Please submit to:
      Human Rights Council
      Government Gazette
      Brian Staunton @ Southern Cross Stationers CC

SECTION 51 MANUAL FOR UMMSIZI OFFICE SUPPLIES CC

CK 2002/072190/23 VAT REG 474 020 2637

2. Contact details:

PO Box 3226	20 Girton Road
Houghton	Parktown
2041	JHB
011 642 5162 tel	011 642 3811 fax

ummsizi@icon.co.za

2. Access to the records held by the private body in question
   iii. Available without use of the Act:
      FINANCIAL – Annual reports
      ADMIN – HR/PRO/Training
   iv. Requestable in terms of the Act
      SALES – Turnover/bad debtors/stock items
      ACCOUNTS
      TENDERS AND CONTRACTS
3. Availability of the manual *[Section 51(3)]***
   Please submit to:
      Human Rights Council
      Government Gazette
      Brian Staunton @ Ummsizi Office Supplies CC

SECTION 51 MANUAL FOR : SACB Publications (Pty) Ltd.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details *[Section 51(1)(a)]*

Information Officer: D. R. Black.

SACB Publications (Pty) Ltd, Reg # 1994/07430/07, PO Box 546, Constantia, 7848. 15a Tokai Road, Tokai, Cape Town. Tel: (021) 715-7134, Fax: (021) 715-3873, email: dion@sacm.co.za, http://www.sacm.co.za.

2. The section 10 Guide on how to use the Act *[Section 51(1)(b)]*

The Guide will be available from the South African Human Rights Commission 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 Fax: +27 11 484-0582

Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation *[Section 51(1)(d)]*

Any records that are required to be made available in terms of the Companies Act No. 61 of 1973, amended from time to time, shall be made available for inspection by interested parties.

4. Access to the records held by SACB Publications (Pty) Ltd. *[Sections 51(1)(c) and 51(1)(e)]*

Upon submission of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at 15a Tokai Road, Tokai, Cape Town. Interested parties are requested to contact the Information Officer in order to make such an appointment.

Records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) *[Section 51(1)(c)]*

Records covered under the Companies Act. (Please note that an appointment to view will still have to be made with the Information Officer although a formal application need not be submitted.)

ii. Records that may be requested. *[Section 51(1)(e)]*

Employee Contracts, Supplier Contracts, Client Contracts, Employee Handbook, Restraint of Trade Agreements, Lease Agreements, Sale Agreements. Records which could be deemed confidential on the part of a third party will need permission from the third party concerned.

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 the private body. This request must be made to the address, fax number or electronic mail address of the body concerned *[s 53(1)]*.

• 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 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 *[s 53(2)(a) and (b) and (c)]*.

• 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 exercise or protection of that right *[s 53(2)(d)]*.

• If a request is made on behalf of a 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 *[s 53(2)(f)]*.

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 *[s 54(1)]*.

• The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee *[s 54(3)(b)]*.

• 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 *[s 54(6)]*.

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 *[Section 51(3)]*

This manual is available for inspection at the offices of **SACB Publications (Pty) Ltd,** 15a Tokai Road, Tokai, Cape Town, free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette. Interested parties can also view the manual, which includes the prescribed fees and forms, on the company websites – **http://www.sacm.co.za**, or **http://www.drboot.co.za**.

CALTEAUX AND PARTNERS ATTORNEYS

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
NR. 2 OF 2000

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1. INTRODUCTION

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

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

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

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Calteaux and Partners from time to time;
"Calteaux and Partners"	shall mean Calteaux and Partners Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The senior partner of Calteaux and Partners has been appointed as the on Information Officer to which requests for information in terms of the Act, should be addressed.

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

Name of body:	Calteaux and Partners Attorneys
Partner and appointed Information Officer:	Mr Trevor T. Keyes
Address:	165 Van Riebeeck Avenue Edenvale
Postal address:	P. O. Box 2009 Edenvale 1610
Telephone:	+27 11 4529960
Fax:	+27 11 4529968
E-mail:	law@calteaux.co.za
Website address:	www.calteaux.co.za

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

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

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700 .,'
HOUGHTON
2041

Telephone:	+27 11 4848300
Fax:	+27 11 484 0582/1360
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

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

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

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

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

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr.98of 1978
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act; Nr. 63 of 2001

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

6. DOCUMENTS INFORMAIONTION HELD BY CALTEAUX AND PARTNERS IN TERMS OF THE ACT (Section 51 {1){e) of the Act)

Calteaux and Partners holds the information I documents listed herein below:

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

Calteaux and Partners website address is www.calteaux.co.za and it is accessible to anyone with access to the internet.

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

A request for information should be in the prescribed form, addressed to the Information Officer and

submitted against payment of the prescribed fee.

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

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

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

8.1 This manual is available for inspection at the offices of Calteaux and Partners, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Calteaux and Partners.

8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Governrnent Gazette..

8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org,za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

SECTION 51 MANUAL FOR AMANDA YOUNGE CC

1. **Contact details** *[Section 51(1)(a)]* 53 Hofmeyr Street, Gardens 8001, Cape Town, South Africa. Tel +27-21-424-1838; Fax +27-21-426-5824; Email: amanda@mindspring.co.za

2. **Section 10 Guide** *[Section 51(1)(b)]* is available from the South African Human Rights Commission from August 2003. Please direct any queries to PAIA@sahrc.org.za

3. **Records available in terms of any other legislation** *[Section 51(1)(d)]*
Basic Conditions of Employment No. 75 of1997, Close Corporations Act, Customs and Excise Act, Employment Equity Act No. 55 of 1998, Harmful Business Practices Act No. 23 of 1999, Income Tax Act No. 95 of 1967, Labour Relations Act No. 66 of 1995, National Environmental Management Act, Occupational Health & Safety Act No. 85 of 1993, Regional Services Councils Act No. 109 of 1985, Skills Development Levies Act No. 9 of 1999, Unemployment Insurance Act No. 63 of 2001, Value Added Tax Act No. 89 of 1991.

4. **Access to the records held:**
   i. *[Section 51(1)(c)]*Not applicable
   ii. **Records that may be requested.** *[Section 51(1)(e)]:* Records of registration, contracts, remuneration records and annual financial statements.
   iii. **Request procedures:** Note: Forms and fee structure are available from the SAHRC's website (www.sahrc.org.za)

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 the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [*s 53(1)*].
- 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 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 [*s 53(2)(a) and (b) and (c)*].
- 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 exercise or protection of that right [*s 53(2)(d)*].
- If a request is made on behalf of a 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 [*s 53(2)(f)*].

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 [*s 54(1)*].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [*s 54(3)(b)*].
- 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 [*s 54(6)*].

5. **Other information as may be prescribed** *[Section 51(1)(f)]*Not applicable

6. **Availability of the manual** *[Section 51(3)]*
The manual is available for inspection at the offices of Amanda Younge CC free of charge subject to a written request; and copies are available with the SAHRC and in the Government Gazette.

*Thanks to SAHRC for the very useful prototype manual.

SECTION 51 MANUEL FOR TURNERS INVESTMENTS AND FINANCIAL CONSULTANTS CC.

CLOSE CORPORATION REGISTRATION NUMBER 1987/013095/23

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INTRODUCTION TO TURNERS INVESTMENT AND FINANCIAL CONSULTANTS CC.

The Corporation was founded in 1987 as an investment vehicle for the Stock Exchange. It grew into a business consulting vehicle and also developed an accounting, auditing and taxation service to Commerce and Industry.

The Corporation demands high standards with all members maintaining membership of accountable professional bodies to ensure all clients have suitable professional advice.

PARTICULARS IN TERMS OF SECTION 51

1. CONTACT DETAILS

The member O.F Turner is the information officer dealing with requests for information in terms of the promotion of access to information Act 2 of 2000.

Postal address:	P.O Box 8217 EDENGLEN 1613
Street address:	69 14th Avenue EDENGLEN 1609
Telephone:	+27 11 452 6645
Facsimile:	+27 11 452 7689
E-mail:	turinv@icon.co.za

2. THE GUIDE AS DESCRIBED IN SECTION 10.

The manual is available at the physical address of the Corporation, at the Human Rights Commission at Private Bag 2700, Houghton 2041, and in the Government Gazette.

3. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records are kept at the physical address of the Corporation in terms of the Companies Act No 61 of 1973.

4. CATEGORIES OF RECORDS OF THE CORPORATION WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF SECTION 52(2)

No notice of such records has been made to the Minister.

5. HOW TO REQUEST A RECORD

Form of request:

- The requester must use the prescribed form to made the request for access to a record. 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 on 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 exercise of protection of that right.
- If a request is made on behalf of another person, the requestor must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the head of the private body.

6. RECORDS THAT MAY BE REQUESTED

Incorporation Records
Financial Records including accounting records
Personnel records as applicable
Services offered
Other information as may be prescribed or available

7. OTHER INFORMATION AS MAY BE PRESCRIBED

Not applicable

8. AVAILABILITY OF THE MANUEL

This manual is available from the South African Rights Commission. The offices of the Corporation and the Government Gazette.

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

ATTORNEYS INSURANCE INDEMNITY FUND ("AIIF")

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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 AIIF") 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

BULL AND BEAR FINANCIAL SERVICES GROUP

MANUAL

(Produced in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000)

1. **Contact details**

Head of private body:	Earl Don- Compliance Officer
Postal address:	PO Box 3967, Cramerview, 2060
Physical address:	58 Peter Place, Lyme Park
Telephone number:	(011) 790-4212
Telefax number:	(011) 790-4215
Electronic mail address:	earl@bullandbear.co.za

2. **Guide**

This is in the process of being compiled by the Human Rights Commission.

3. **Section 52 (2) notice**

Not applicable.

4. **Records available in terms of other legislation**

Companies Act No 61 of 1973

SECTION	TO WHOM WHAT RECORD IS AVAILABLE
9	Any person who pays the prescribed fee has the right to inspect and obtain copies of this company's documents lodged at the Companies Registration Office.
67	A company is obliged to send to a member who requests (and makes the necessary payments) a copy of the company's Memorandum and Articles of Association.
113	The register of members of a company is open to inspection by a member or his agent free of charge and by any other person upon payment for inspection. Copies must be furnished where a request has been made for copies and payment tendered therefor.

SECTION	TO WHOM WHAT RECORD IS AVAILABLE
130	The provisions of section 113 (see above) apply to the registers required to be kept in terms of sections 127 and 128 –registers of pledges, cessions, bonds and debentures.
206	Members of a company are entitled to inspect the company's minute books.
240	The provisions of s113 (see above) are to apply to the register of interests in contracts of directors and officers.
286	The directors of a company are obliged to lay the annual financial statements before the annual general meeting of the company.
302	A company has a duty to send its annual financial statements to its members and the Registrar prior to the annual general meeting.
309	A member or debenture holder of a company has the right to be furnished on demand with a copy of the last annual financial statements and provisional annual financial statements and of the last interim report of the company.

Basic Conditions of Employment Act No 75 of 1997

SECTION	TO WHOM WHAT RECORD IS AVAILABLE
29	An employer must supply an employee, when the employee commences employment, with specified particulars (inter alia, the name and address of the employer, the name and address of the employee, the employee's occupation, the place of work, the wages that employee will earn, the deductions that will be made, the rate for overtime work, any cash payments or payments in kind to which the employee is entitled, the leave to which the employee is entitled, the notice period for termination of employment) in writing.
78	Every employee has the right to inspect any record kept in terms of this Act that relates to his employment.

Employment Equity Act No 55 of 1998

SECTION	TO WHOM WHAT RECORD IS AVAILABLE
18	When a designated employer engages in consultation in terms of Chapter 3 of the Act, the employer must disclose to the consulting parties all relevant information that will allow the parties to consult effectively.
41	The Minister of Labour must keep a register of designated employers that have submitted the Employment Equity Plans. The register is a public document.

SECTION	TO WHOM WHAT RECORD IS AVAILABLE
	submitted the Employment Equity Plans. The register is a public document.

Labour Relations Act No 66 of 1995

SECTION	TO WHOM WHAT RECORD IS AVAILABLE
16	An employer must disclose to a Trade Union representative all relevant information that will allow the Trade Union representative to perform effectively the functions referred to in S14 (4). Whenever an employer is consulting or bargaining with a representative Trade Union, the employer must disclose to the representative Trade Union all relevant information that will allow the representative Trade Union to engage effectively in consultation or collective bargaining. The employer must notify the Trade Union representative or the representative Trade Union in writing if information disclosed in terms of sub-sections (2) or (3) is confidential. Sub-section (5) excludes certain information from disclosure by the employer.
25	Sub-section (7) provides that the Registrar must provide a certified copy of, or extract from, any of the documents referred to in sub-section (6) to any person who has paid the prescribed fees. Sub-section 6 refers to the auditor's report.
83	Regular meetings between the workplace forum and the employer must be held, whereat the employer must present a report on its financial and employment situation, its performance since the last report and its anticipated performance in the short term and in the long term.
89	An employer must disclose to the workplace forum all relevant information that will allow the workplace forum to engage effectively in consultation and joint decision making. Certain information is excluded from disclosure.
90	Any documented information that is required to be disclosed by the employer in terms of S89 must be made available on request to the members of the workplace forum for inspection.
189	The employer must disclose in writing to the other consulting party all relevant information, pertaining to dismissals based on operational requirements.
204	An employer must give a copy of a collective agreement, arbitration award or determination to an employee who has paid the prescribed fee and, free of charge, on request, to an employee who was a Trade Union representative or member of a Workplace Forum.
205	An employer must keep the records that the employer is required to keep in compliance with every applicable collective agreement, arbitration award or determination made in terms of the Wage Act. The employer must submit these records in their original form or in a reproduced form and respond to a demand

SECTION	TO WHOM WHAT RECORD IS AVAILABLE
	made at any reasonable time, to any agent of a Bargaining Council, Commissioner or any other person whose functions in terms of this Act include the resolution of disputes. An employer must also keep records of the prescribed details of any strike, lock-out or protest action involving its employees and submit these records in the prescribed manner to the Registrar.

5. Records held by Bull and Bear

The following is a list of the documents held by Bull and Bear.

CATEGORY	SUBJECT/DESCRIPTION
Incorporation Documents	Memorandum and Articles of Association
Accounting	Accounts, invoices, reconciliations, credit/debit notes, journals, ledgers, balance sheets, income statements, trial balances, payment schedules, cheque runs, cash flow statements.
Publications	Updates prepared by various departments within the firm. Information booklets on areas of financial services in which the group specialises.
Marketing	Client Proposals, Copies of seminar papers, Copies of various Powerpoint presentations for prospective clients, in-house training, seminars, Copies of advertisements placed by the group, Copies of directory listings placed by the company, Copies of articles written by professional staff, Content for company's website, Invitation lists for seminars and other formal company functions, internal newsletter, Business card details for professional staff, Marketing database containing details of 2 000 people who are on our mailing list for Publications, General correspondence.
Travel	Frequent flyer information; Daily booking requests; Travel agent invoices; General correspondence; Car insurance declarations; Travel insurance declarations; Travel profiles for monthly travel; Corporate Agreements with airlines, hotels and car rental companies; Travel booking confirmations; Cellular phone contracts.
Stationery/Mail	Order books, Waybills, Invoices, Statements, Record cards of voice recorders and transcribers.
Administration	Minutes of meetings of various divisions within the firm; General correspondence; Lease agreements; Copies and correspondence relating to various insurance policies; General correspondence; Working-papers; Operating manuals of mechanical and electrical systems; Architects drawings; Salary workpapers; Copies of and correspondence with regard to office building leases; Correspondence with Professional bodies; Documentation relating to PABX, Voicemail and security

	systems,
Human Resources	Contracts of employment; Documents relating to remuneration structuring; Job specifications; Format/procedures for advertising positions; Policy documents relating to General Conditions of Employment; Performance evaluations; Employment Equity Plan and reports; Workplace Skills Plan and reports; Personnel files; Loan and Bursary Agreements; Documents relating to disciplinary and grievance procedures; All employment applications; Forms relating to new staff appointments; Vacation employment applications and confidentiality undertakings; .
Salaries and benefits	Remuneration schedules; Various payroll reports; Workman's Compensation documentation; Retirement Plan documentation; Medical Aid scheme documentation.
Library material	Law reports, books, publications, reference books, Government Gazettes, precedents, journals.
The departments within the firm e.g. investments, assurance, insurance, trusts,	Files containing, inter alia, agreements, clients documents, contracts, deeds, correspondence, litigation processes, reports, opinions and the like relevant to the subject matter of the file. Accounts; invoices; clients' details; precedents; publications, textbooks and Acts relevant to the specific department's field of expertise.
IT	The network and the systems on it, CD's, stiffies, IT literature, instruction manuals.

6. **Prescribed information**

Not presently applicable.

HomeChoice (Pty) Ltd

Registration no: 1985/002759/07

Directors: RE Garratt, WG Morrissey, A Kirsten, BF Bothma

Guide to

ACCESSING OUR INFORMATION

Our Manual in terms of Section 51 of the

Promotion of Access to Information Act

HomeChoice

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Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to this private body

HomeChoice (Pty) Ltd is involved in the direct marketing of an exclusive range of products mainly on a credit basis, through the use of catalogues via mail order and direct selling.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website www.homechoice.co.za

Section A – Our details

Full Name	: HomeChoice (Proprietary) Limited
Registration Number	:1985/002759/07
Registered Address	: 200 Main Road, Claremont, 7708
Postal Address	: Private Bag X150, Claremont, 7735
Telephone Number	: 021 – 680 1000
Fax Number	: 021 – 680 1001
Head/CEO	:RE Garratt
Designated Information Officer	:A Kirsten
Email Address of Information Officer	: akirsten@homechoice.co.za
Website	:www.homechoice.co.za

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the Information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. **Categories of Information**

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

(i) Certificate of Incorporation;

(ii) Certificate of Change of Name;

(iii) Memorandum and Articles of Association;

(iv) Certificate to Commence Business;

(v) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;

(vi) A Register of Allotments – after a person ceased to be a member;

(vii) Register of Members;

(viii) Index of Members;

(ix) Register of Mortgages and Debentures and Fixed Assets;

(x) Register of Directors' shareholdings;

(xi) Register of Directors and Certain Officers;

(xii) Directors' Attendance Register;

(xiii) Annual Financial Statements including:

(a) Annual accounts;

(b) Auditor's report.

(xiv) Books of Account regarding information required by the Companies Act, 1973;

(xv) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

(i) Books of Account including journals and ledgers;

(ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

(c) STATUTORY EMPLOYEE RECORDS

(i) Employees' names and occupations;

(ii) Time worked by each employee;

(iii) Remuneration paid to each employee.

(iv) Date of birth of each employee;

(v) Wages register;

(vi) Attendance register;

(vii) Employment equity plan;

(viii) Salary and wages register;

(ix) Collective agreements;

(x) Arbitration awards;

(xi) Determinations made in terms of the Wage Act;

(xii) Records of strikes, lockouts or protest action.

(xiii) Industrial training records;

(xiv) Staff records (after date of employment ceases);

(d) OTHER EMPLOYEE RECORDS

(i) Employee contracts;

(ii) Incentive schemes;

(iii) Staff loan schemes;

(iv) Study assistance schemes;

(v) Maternity leave policy;

(vi) Relocation policy;

(vii) Disability scheme;

(viii) Group life;

(ix) Micro loan scheme;

(x) Employee stock purchase plan;

(xi) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

(i) Provident Fund Rules;

(ii) Minutes of Meetings of trustees and members;

(iii) Actuarial Valuation Reports;

(iv) Contribution Reports;

(v) Annual accounts.

(f) ENVIRONMENTAL HEALTH AND SAFETY

(i) Safety management systems, data and audits;

(ii) Employee public health emergency action plans;

(iii) Permits, licences, approvals and registrations for operations of sites and business;

(iv) Emergency response plans;

(g) MOVABLE PROPERTY

(i) Asset register;

(ii) Finance and Lease Agreements;

(iii) Notarial Bonds;

(iv) Deeds of Pledge.

(h) INTELLECTUAL PROPERTY

(i) Trademarks, trade names and protected names;

(ii) Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements;

(iii) Litigation and other disputes involving intellectual property.

(i) AGREEMENTS AND CONTRACTS

(i) Material agreements concerning provision of services or materials;

(ii) Agreements with shareholders, officers or directors;

(iii) Acquisition or disposal documentation;

(iv) Agreements with contractors and suppliers;

(v) Agreements with customers;

(vi) Warranty agreements;

(vii) Sale agreements;

(viii) Distributor, dealer or agency agreements;

(ix) Restraint agreements;

(x) Agreements with governmental agencies;

(xi) Purchase or lease agreements.

(j) TAXATION

(i) Copies of all Income Tax Returns and other tax returns and documents;

(k) LEGAL

(i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;

(ii) Settlement agreements;

(iii) Material licences, permits and authorisations;

(l) INSURANCE

(i) Insurance policies;

(ii) Claim records;

(iii) Details of insurance coverages, limits and insurers.

(m) TRANSPORTATION

(i) Transportation rights;

(ii) Permits;

(iii) Transportation System Delivery Plan;

(iv) Transportation, Warehouse and Storage Contracts.

(n) INFORMATION TECHNOLOGY

(i) Hardware;

(ii) Operating Systems;

(iii) Telephone Exchange Equipment;

(iv) Telephone Lines, Leased Lines and Data Lines;

(v) LAN Installations;

(vi) Software Packages;

(vii) Disaster Recovery;

(viii) Internal Systems Support and Programming / Development;

(ix) Capacity and Utilization of Current Systems;
(x) Development or Investment Plans;

(xi) Agreements;

(xii) Licenses;

(xiii) Audits.

(o) SALES AND MARKETING

(i) Products;

(ii) Markets;

(iii) Customers;

(iv) Brochures, Newsletters and Advertising Materials;

(v) Sales;

(vi) Public Relations Policies and Procedures;

(vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- 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
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Customs and Excise Act No 91 of 1964
- Debt Collectors Act No. 114 of 1998
- Electronic Communication and Transactions Act
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- Lotteries/Lotteries Amendments Act
- National Key Points Act No. 102 of 1980
- National Road Traffic Act No. 93 of 1996
- Occupational Health and Safety Act No. 85 of 1993
- Postal Services Act
- Prevention of Organised Crime Act No. 121 of 1998
- Road Transportation Act No. 74 of 1977
- South African Bureau of Standards Act No. 29 of 1993
- Short-term Insurance Act No. 53 of 1998
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- 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
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962

- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Medical Schemes Act
- National Payment System Act No. 78 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Promotion of Access to Information Act No.2 of 2000
- Pension fund act
- SA Qualifications Authority Act
- Skills development Act
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section E – Information automatically available
The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.
Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Newsletters.
2. Booklets.
3. Marketing Catalogues/Pamphlets
4. Other literature intended for public viewing.

ANNEXURE "A"

FORM C

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:

.....

.....

.....

B. Particulars of person requesting access to the record

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

Full names and surname: .....

.....

Identity number: .....

Postal address: .....

.....

.....

..... Fax number: .....

Telephone number: ..... E-mail address: .....

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

.....

C. Particulars of person on whose behalf request is made

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

Full names and surname: .....

.....

Identity number: .....

D. Particulars of record

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

1. Description of record or relevant part of the record: .....

.....
.....
.....
.....

2. Reference number, if available:.....

3. Any further particulars of record:.....
.....
.....
.....

E. Fees

(a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a* ***request fee*** *has been paid.*

(b) *You will be notified of the amount required to be paid as the request fee.*

(c) *The* ***fee payable for access*** *to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*

(d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:.....
.....
.....

F. Form of access to record

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

Disability:.....	Form in which record is required:.....
.....	.....
.....	.....

Mark the appropriate box with an **X.**

NOTES:

(a) *Compliance with your request in the specified form may depend on the form in which the record is available.*

(b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*

(c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact 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"

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees[1]

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

3. Access fees[2]

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure "A" to the Regulations.

4. Other fees

4.1 A request fee[3] of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.

4.2 A search fee[4] may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.

4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.[5]

4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

PART III
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:

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

3. The 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*)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
		(ii) For a copy of visual images	60,00
	(*e*)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
		(ii) For a copy of an audio record	30,00
	(*f*)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such 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.	

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure "A", Part III, Item 4(1)(f).

5 Section 54(2).

SECTION 51 MANUAL FOR
STEVE WOOTTON TRADING AS EMMITECH
Prepared in terms of section 51 of The Promotion of Access to information Act 2 of 2000

INTRODUCTION TO EMMITECH
The Company is a Electrical Contracting firm doing electrical contractor works for the business industry only.

CONTACT DETAILS OF THE BUSINESS
EMMITECH 32 REGENT ROAD, PARKLANDS CAPE TOWN 7441
TELEPHONE : 021- 556 0845 P.O. BOX 11177 BLOUBERGRANT 7443
FAX: 021-556 0398
Email – steve@kingsley.co.za

CONTACT DETAILS OF SOLE PROPRIETOR
Mr. Steve Wootton
32 Regent Road, Parklands Cape 7441
Tel: 021 556 0845

CONTACT DETAILS OF THE INFORMATION OFFICER
Mrs Lynn Haigh - Company Accountant
Kruger House, Kruger Street, Franschhoek, Cape
P.O. Box 575 Paarden Eiland 7420
Telephone – (021) 8764242
Fax – (021) 876 4244
Email – lhacc@xsinet.co.za

SECTION 10 GUIDE
The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone - (011) 484 8300
Fax – (011) 484 0582
Website – www.sahrc.org.za
Email – PAIA@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION
Any records that are required to be made available in terms of the Company laws of South Africa.
Any records kept in terms of legislation applicable to the business conducted by the Companies and Electrical and Manufacturing Industry in general.

ACCESS TO THE RECORDS
Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at Kruger House, Kruger Street, Franschhoek. Interested parties are requested to contact the Information Officer in order to make such an appointment (See contact details above).

RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERM OF THE ACT
Records covered under the Companies Act .
Please note that an appointment to view will still have to be made with the Information Officer although a formal application need not be submitted.

RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT
Employee Contracts
Supplier Contracts
Client information
Lease Agreements

Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before the Sole Proprietor will allow any access to be viewed.

THE REQUEST PROCEDURES
Form of Request

To request a document not in terms of the Act the requester must address the request to the Information Officer in writing and request an appointment to view the documentation.

To request a document in term of the Act, the request must use the prescribed form to make the request. This must be made to the Information Officer. 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 body concerned 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 exercise 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 body concerned.

-
- **AVAILABILITY OF THE MANUAL OF STEVE WOOTTON TRADING AS EMMITECH**
- The manual is available for inspection at the offices of EMMITECH 32 REGENT ROAD, PARKLANDS CAPE 7441 free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette.

COLUMBUS STAINLESS Pty Ltd

PROMOTION OF ACCESS TO INFORMATION ACT

Manual of

Columbus Stainless (Pty) Ltd ("the body")

THE MANUAL OF COLUMBUS STAINLESS (PTY) LTD IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 ("the Act")

INTRODUCTION TO THE BODY

On 30 September 1991 the operations of Middelburg Steel & Alloys (Pty) Ltd were incorporated into the following: Samancor Ltd took over all ferrochrome operations; Columbus Joint Venture took over the stainless steel operations. Middelburg Steel & Alloys (Pty) Ltd is now a property owning concern.

The joint venture was formed between Highveld Steel and Vanadium Corporation Ltd and Samancor Ltd in 1991. On 1 January 1993 the Industrial Development Corporation of SA Ltd became a third partner in the subject.

In January 2002 64% of the shares were sold to a Spanish based company named Acerinox. In the same month the assets and operations of Columbus Joint Venture were transferred into a newly registered company namely Findiv Five Investments (Pty) Ltd (Registration 1999/02477/07). The company then changed its name to Columbus Stainless (Pty) Ltd.

The shareholders are as follows:

Acerinox, S.A.	-	64%
Samancor Limited	-	12%
Industrial Development Corporation of South Africa Limited	-	12%
Highveld Steel & Vanadium Corporation Limited	-	12%

A. GENERAL INFORMATION

1. Head of Private Body

Chief Executive Officer	:	Mr D P Martin
Postal Address	:	P O Box 133 Middelburg 1050
Physical Address	:	Hendrina Road Middelburg Mpumalanga South Africa
Telephone Number	:	+27 13 247-2797
Facsimilee	:	+27 13 247-2484
E-mail Address	:	martin.dave@columbus.co.za

2. Request for documents

Requests must be made by completion of the appropriate form. The form can be obtained from and the completed form must be submitted to:

The Company Secretary
Columbus Stainless (Pty) Ltd
P O Box 133
MIDDELBURG
1050

Fax No. +27 13 247-3324

E-mail address: reiners.lynette@columbus.co.za

B. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission 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
Fax	:	+27 11 484-05/82
Website	:	www.sahrc.org.za
E-Mail	:	PAIA@sahrc.org.za

C. A COPY OF THE LATEST NOTICE OF THE BODY PUBLISHED UNDER SECTION 52(2) OF THE ACT

Not applicable.

D. DESCRIPTION OF THE RECORDS OF THE BODY AVAILABLE IN TERMS OF OTHER LEGISLATION

1. Companies Act 61 of 1973

1.1 All documents of incorporation of a company 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 the company, as well as the relevant company forms.

1.2 **s113** - The register of members of a company is open for inspection by any person at the registered office of that company. Any records kept in regard to a register of transfers (of members) must also be available for inspection.

1.3 **s127 & 128** - A register of pledges and bonds affecting property of the company, as well as a register of debenture-holders, must be available for inspection at the registered offices of the company.

1.4 **s200** - Special resolutions are lodged with the Registrar of Companies, and therefore available for inspection.

1.5 **s240** - A register of the directors' and officials' interests in contracts entered into by the company is obliged to be kept at the registered office of the company, and is available for inspection.

2. s22 of the Pension Funds Act 24 of 1956

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

3. Records are also kept in accordance with the following legislation:

- Income Tax Act 58 of 1962
- Unemployed Insurance Act, 30 of 1966
- Value-added Tax Act, 89 of 1991
- 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
- Occupational Health and Safety Act 85 of 1993
- Medical Scheme Act 131 of 1998
- Atmospheric Pollution Prevention Act 45 of 1965

E SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE BODY

1. Incorporation documents

1.1 The memorandum of association of the body;
1.2 The incorporation forms of the body.

2. Constitution of the body

2.1 The share register of the body;
2.2 Shareholders' agreements of the body;
2.3 Minutes of general meetings of the shareholders of the body;
2.4 Register of directors of the body;
2.5 Minute books and internal resolutions of the body;
2.6 Statutory registers of the body.

3. Financial records of the body

3.1 Accounting records, books and documents of the body;
3.2 Interim and annual financial reports of the body;
3.3 Details of auditors of the body;
3.4 Auditors' reports in respect of audits conducted on the body;
3.5 Details of actuaries of the pension scheme utilised by the body;
3.6 Tax returns of the body;
3.7 Other documents and agreements relating to taxation;
3.8 Loans.

4. Banking details of the body

4.1 Indebtedness to bankers;
4.2 Bank facilities and accounts details;
4.3 Bank statements;
4.4 The level of overdraft and other borrowings of the body;
4.5 Debt securities issued by the body;
4.6 Guarantees given by, or in respect of, the body;
4.7 Other financial commitments of the body;
4.8 Other banking records of the body.

5. Human resources / employment records

5.1 List of employees;
5.2 Letters or contracts of employment with employees, and / or documentation pertaining to arrangements with directors and employees;
5.3 Employee benefits;
5.4 Compensation or redundancy payments;
5.5 Information pertaining to bonus arrangements for each employee;
5.6 Personnel files;
5.7 Disciplinary records and documentation pertaining to disciplinary proceedings;
5.8 Manuals on training of employees;
5.9 Other information relating to employees of the body.

6. Pension and provident funds

Documentation held by the body relating to a pension or provident fund/s.

7. Intellectual Property

7.1 Trade-marks, patents, copyrights, designs etc.;
7.2 Other agreements relating to intellectual property rights.

8. Permits

8.1 Licences, material permits, consents, approvals, authorisations and certificates;
8.2 Applications for permits, licences etc.;
8.3 Registrations and declarations of permits.

9. Insurance records

Insurance policies taken out for the benefit of the body and its employees. Main categories:

9.1 Property Damage;
9.2 Liabilities;
9.3 Marine;
9.4 Group Personal Accident Cover.

10. Immovable and movable property

10.1 Title deeds of land owned by the body;
10.2 Agreements for the lease immovable property by the body;
10.3 Agreements for the lease or sale of movable property by the body.

11. Computer systems and computer programs

11.1 Agreements relating to computer systems and computer programs;
11.2 Other documentation pertaining to computer systems and computer programs held by the body.

12. Miscellaneous agreements of the body

12.1 Loans from third parties;
12.2 Suretyship agreements;
12.3 Security agreements, guarantees and indemnities;
12.4 Agency, management and distribution agreements;
12.5 Marketing agreements;
12.6 Standard conditions of business and standard-form contracts;
12.7 Agreements with suppliers of the body;
12.8 Agreements with customers of the body;
12.9 Confidentiality and/or non-disclosure agreements.

13. Overseas interests and investments of the body

13.1 Agreements with foreign entities;
13.2 Documents pertaining to overseas interests and investments of the body.

14. Correspondence

Correspondence of the body, including internal and external memoranda.

15. Information relating to legal proceedings

Records relating to legal proceedings involving the body.

16. Environmental records

16.1 Environmental impact assessments and documents pertaining to studies conducted in this regard;
16.2 Agreements pertaining to environmental issues;
16.3 Policy of the body regarding environmental issues;
16.4 Relevant environmental legal register;
16.5 Correspondence with relevant government departments;
16.6 Applicable permits issued by DWAF, DEAT and CAPCO;
16.7 External audit results.

17. Occupational Health and Safety

17.1 SHE Policy incorporating occupational health and safety objectives;
17.2 Medical surveillance records of personnel;
17.3 Appropriate training records;
17.4 Legal appointments required in terms of the Occupational Health and Safety Act, 1993;
17.5 Records of exemptions from the Department of Labour;
17.6 Agreements with Contractors or Suppliers;
17.7 Legal compliance audit results;
17.8 Accident / Incident records;
17.9 Accident reports to Department of Labout and the Commissioner for the Compensation for Occupational Injuries and Diseases (COID Act of 1993);
17.10 Safety performance records;
17.11 Occupational Hygiene assessment records.

18. Research and scientific or technical information of the body

18.1 Documentation pertaining to research conducted by the body;
18.2 Research reports prepared by the body;
18.3 Scientific and/or technical information in the possession of the body.

19. General information

Any other information which does not fall into any of the abovementioned categories.

F. OTHER INFORMATION AS MAY BE PRESCRIBED

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

G. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the body free of charge and copies are available with the SAHRC, in the Government Gazette and on the body's website (www.columbus.co.za).

SECTION 51 MANUAL FOR
MARTHA VINEYARD PARTNERSHIP
Prepared in terms of section 51 of The Promotion of Access to Information Act 2 of 2000

INTRODUCTION TO MARTHA'S VINEYARD PARTNERSHIP
The Partnership is a Retail business situated in the Waterfront Development of Cape Town. The shop sells gifts and other

CONTACT DETAILS OF PARTNERS
Mrs Frauka Christensen - Partner
14 Buxton Avenue , Oranjezicht, Cape 8001
Tel: 021 - 423 4600

Mr. Klaus Christensen - Partner
14 Buxton Avenue, Oranjezicht, Cape 8001
Tel: 021 - 423 4600

CONTACT DETAILS OF THE PARTNERSHIP
VICTORIA & ALFRED WATERFRONT
SHOPPING CENTRE ,
CAPE TOWN 8001
Tel 021- 421 5710 FAX: 021- 423 4600
email – avontech@iafica.com

CONTACT DETAILS OF THE INFORMATION OFFICER
Mrs Lynn Haigh - Company Accountant
Kruger House, Kruger Street, Franschhoek, Cape
P.O. Box 575 Paarden Eiland 7420
Tel – (021) 8764242 Fax (021) 876 4244
Email – lhacc@xsinet.co.za

SECTION 10 GUIDE
The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:
The South African Human Rights Commission PAIA Unit
The Research and Documentation Department
Private Bag 2700 Houghton 2041
Tel - (011) 484 8300 Fax – (011) 484 0582 Website – www.sahrc.org.za Email – PAIA@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION
Any records that are required to be made available in terms of the Company laws of South Africa.
Any records kept in terms of legislation applicable to the business conducted by the Companies and Retail Industry in general.

ACCESS TO THE RECORDS
Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at 14 Buxton Avenue, Oranjezicht, Cape 8001
Interested parties are requested to contact the Information Officer in order to make such an appointment.

RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERM OF THE ACT
Records covered under the Companies Act .
Please note that an appointment to view will still have to be made with the Information Officer although a formal application need not be submitted.

RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT
Employee Contracts, Supplier Contract, Client Contracts ,Client Information and Lease Agreements
Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before the Closed Corporation will allow any access to be viewed.

THE REQUEST PROCEDURES
Form of Request
To request a document not in terms of the Act the requester must address the request to the Information Officer in writing and request an appointment to view the documentation.
To request a document in term of the Act, the request must use the prescribed form to make the request. This must be made to the Partners of Martha's Vineyard. 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 body concerned 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 exercise 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 body concerned.

- **AVAILABILITY OF THE MANUAL OF MARTHA'S VINEYARD**
- The manual is available for inspection at the offices of MARTHA'S VINEYARD 14 BUXTON AVENUE, ORANJEZICHT, CAPE 8001 free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette.

SECTION 51 MANUAL FOR
K. CHRISTENSEN TRADING AS AVON TECHNOLOGIES
Prepared in terms of section 51 of The Promotion of Access to information Act 2 of 2000

INTRODUCTION TO AVON TECHNOLOGIES
The Sole Proprietorship is a computer engineering technologies company.

CONTACT DETAILS OF THE SOLE PROPRIETOR
14 BUXTON ROAD, ORANJEZICHT, CAPE 8001
TELEPHONE : 021- 423 4600
FAX: 021- 423 4600
Email – avontech@iafica.com

CONTACT DETAILS OF SOLE PROPRIETOR
Mr. Klaus Christensen
14 Buxton Avenue, Oranjezicht, Cape 8001
Tel: 021 - 423 4600

CONTACT DETAILS OF THE INFORMATION OFFICER
Mrs Lynn Haigh - Company Accountant
Kruger House, Kruger Street, Franschhoek, Cape
P.O. Box 575 Paarden Eiland 7420
Telephone – (021) 8764242 Fax (021) 876 4244 Email – lhacc@xsinet.co.za

SECTION 10 GUIDE
The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041
Telephone - (011) 484 8300
Fax – (011) 484 0582
Website – www.sahrc.org.za
Email – PAIA@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION
Any records that are required to be made available in terms of the Company laws of South Africa.
Any records kept in terms of legislation applicable to the business conducted by the Companies and Computer Industry in general.

ACCESS TO THE RECORDS
Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at 14 Buxton Avenue, Oranjezicht, Cape 8001
Interested parties are requested to contact the Information Officer in order to make such an appointment.

RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERM OF THE ACT
Records covered under the Companies Act .
Please note that an appointment to view will still have to be made with the Information Officer although a formal application need not be submitted.

RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT
Supplier Contract, Client Contracts ,Client Information
And Lease Agreements

Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before the Closed Corporation will allow any access to be viewed.

THE REQUEST PROCEDURES
Form of Request

To request a document not in terms of the Act the requester must address the request to the Information Officer in writing and request an appointment to view the documentation.

To request a document in term of the Act, the request must use the prescribed form to make the request. This must be made to the Sole Proprietor of Avon Technologies. 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 body concerned 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 exercise 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 body concerned.

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- **AVAILABILITY OF THE MANUAL OF AVON TECHNOLOGIES**
- The manual is available for inspection at the offices of MARTHA'S VINEYARD 14 BUXTON AVENUE, ORANJEZICHT, CAPE 8001 free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette.

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