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MANUALS

IN ACCORDANCE WITH

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



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Registration No. Ck1998/03736/23

Section 51 MANUAL

prepared in terms of

THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000

for assistance in requesting information

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A. 1. Introduction – The Act

- 1.1 The Promotion of Access to Information Act (*hereinafter called 'the Act'*) has been promulgated to give effect to the constitutional right of access to information in order to promote a culture of transparency, accountability and good governance by giving effect to the right of access to information.
- 1.2 The Act establishes voluntary and mandatory procedures to obtain access to records or information.
- 1.3 The Act grants a requester access to records of the Company – with the understanding that the record is required for the exercise or protection of any rights.
- 1.4 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs may be accessed either at (i) the South African Human Rights Commission's (SAHRC) website (www.sahrc.org.za) or at (ii) the Department of Justice and Constitutional Development's website (www.doj.gov.za) (under "regulations") which will contain the required forms and fee structures.

2) Introduction - The Company

HEFER FAMILIE EIENDOM cc is a Close Corporation business situated in Pretoria North. The company provides offices for administrative use to the PRO-RISK Group only.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details [Section 51(1)(a)]**

In terms of the Act, B.J. Hefer, as Managing Member (*head of the Company*) is the Information Officer for HEFER FAMILIE EIENDOM cc.

He has in terms of the Act, appointed E.M. Hefer, (*Managing Member*) as the Deputy Information Officer to assist him.

Address: -

Postal: P.O. Box 17354
Pretoria North, 0116

Physical: 109 Abercrombie St.,
Pretoria North, 0182

Other Contact Information: Tel. No.: +27 12 546-7295
Fax No.: +27 12 546-7296
E-Mail : mail@pro-risk.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 are kept in accordance with the following legislation** [Section 51(1)(d)]

1. Close Corporations Act, No. 69 of 1984
2. Income Tax Act No. 95 of 1967
3. Regional Services Councils Act No. 109 of 1985
4. Value Added Tax Act No. 89 of 1991.

4. **Access to the records in terms of the Act** [Sections 51(1)(c) and 51(1)(e)]

i. **Company records, which are available without having to request access in terms of the Act, Section 52(2).** [Section 51(1)(c)]

- Nil.

ii. **Subject and Categories of records that may be requested.** [Section 51(1)(e)]

SUBJECT	CATEGORY	ACCESS
Management	<ol style="list-style-type: none"> 1. Close Corporation Registration 2. Other Legal Documentation 	Availability to be determined upon receipt of request.

iii. **The request procedures**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer (*head*) of HEFER FAMILIE EIENDOM cc. This request must be made to the address, fax number or electronic mail address of the Company: See contact details. - [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Information Officer of the Company 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 another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of the Company [s 53(2)(f)].

5. **Prescribed Fees for private bodies:**

- 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 Company will 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 the Company 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 Company has made a decision on the request, the requester will 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 (six / 6) to search and prepare the record for disclosure [s 54(6)].
- Records may be withheld until the fees have been paid,
- The Prescribed Fee structure is available on (i) the website of the South African Human Rights Commission's (SAHRC) (www.sahrc.org.za) or at (ii) the Department of Justice and Constitutional Development's website (www.doj.gov.za).
Alternatively, a hardcopy can be obtained free of charge from the Information Officer of the Company. See contact details.

6. **Prescribed forms**

- The prescribed form "Request for Access to Record of Private Body" needed by a requester to request access to records held by the Company, can either be found at (i) the website of the South African Human Rights Commission's (SAHRC) (www.sahrc.org.za) or at (ii) the Department of Justice and Constitutional Development's website (www.doj.gov.za).
Alternatively, a hardcopy can be obtained free of charge from the Information Officer of the Company. See contact details

7. **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.

8. **Availability of the manual** [Section 51(3)]

This Manual is also available for inspection at the offices of the Information Officer (*head*) of the Company – free of charge. Further copies are available with the SAHRC, and will be published in the Government Gazette.



Registration No. Ck1995/44722/23

SECTION 51 MANUAL

prepared in terms of

THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 2 OF 2000

for assistance in requesting information

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A. Introduction – *The Act.*

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The Section 10 Guide on how to use the Act - *Section 51(1)(b)*.

Records kept by PRO-RISK MANAGEMENT SERVICES cc in terms of other legislation - *Section 51(1)(d)*.

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2. The section 10 Guide on how to use the Act [Section 51(1)(b)]
3. Records available in terms of any other legislation [Section 51(1)(d)]
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 - ii. Records that may be requested [Section 51(1)(e)]
 - iii. The request procedures
5. Other information as may be prescribed [Section 51(1)(f)]
6. Availability of the manual [Section 51(3)]**
7. Prescribed fees for private bodies **
8. Prescribed forms **

A. 1. **Introduction – The Act**

- 1.1 The Promotion of Access to Information Act (*hereinafter called 'the Act'*) has been promulgated to give effect to the constitutional right of access to information in order to promote a culture of transparency, accountability and good governance by giving effect to the right of access to information.
- 1.2 The Act establishes voluntary and mandatory procedures, which enable persons to obtain records of bodies as swiftly, effortlessly and inexpensively as possible, and to exercise and protect all rights as enshrined in the constitution.
- 1.3 The Act grants a requester access to records of the Company, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 1.4 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs may be accessed either at (i) the South African Human Rights Commission's (SAHRC) website (www.sahrc.org.za) or at (ii) the Department of Justice and Constitutional Development's website (www.doj.gov.za) (under "regulations") which will contain the required forms and fee structures.

2) **Introduction - The Company**

PRO-RISK MANAGEMENT SERVICES cc is a Risk Consulting business situated in Pretoria. The company offers independent, professional risk management services to retail, commercial and industrial businesses.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details [Section 51(1)(a)]**

In terms of the Act, B.J. Hefer, as Managing Member (*head of the Company*) is the Information Officer for PRO-RISK MANAGEMENT SERVICES cc.

He has in terms of the Act, appointed E.M. Hefer as the Deputy Information Officer to assist him.

Address: -

Postal: P.O. Box 17354
Pretoria North, 0116

Physical: 109 Abercrombie St.,
Pretoria North, 0182

Persons thus designated/duly authorised:

NAME	DESIGNATION	TEL. NO.	FAX NO.	E-MAIL
Barend Johannes HEFER	Information Officer (<i>Managing Member</i>)	+27 12 546-7295	+27 12 546-7296	mail@pro-risk.co.za
Elizabeth Magdalena HEFER	Deputy Information Officer (<i>Managing Member</i>)	+27 12 546-7295	+27 12 546-7296	mail@pro-risk.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 are kept in accordance with the following legislation [Section 51(1)(d)]

1. Basic Conditions of Employment No. 75 of 1997
2. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993

3. Close Corporations Act, No. 69 of 1984
4. Employment Equity Act No. 55 of 1998
5. Income Tax Act No. 95 of 1967
6. Labour Relations Act No. 66 of 1995
7. Occupational Health & Safety Act No. 85 of 1993
8. Private Security Industry Regulation Act, No. 56 of 2001
9. Regional Services Councils Act No. 109 of 1985
10. Skills Development Levies Act No. 9 of 1999
11. Skills Development Act No. 97 of 1998
12. Unemployment Contributions Act No. 4 of 2002
13. Unemployment Insurance Act No. 63 of 2001
14. Value Added Tax Act No. 89 of 1991.

4. Access to the records in terms of the Act [Sections 51(1)(c) and 51(1)(e)]

- i. Records of the company, which are available without a person having to formally request access in terms of the Act in terms of Section 52(2). [Section 51(1)(c)]**

- NIL.

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

SUBJECT	CATEGORY	ACCESS
Management	<ol style="list-style-type: none"> 1. Trade Name Registration 2. Domain Name Registration 3. Network Agreements 	Availability to be determined upon receipt of request.
Human Resources	<ol style="list-style-type: none"> 1. Employment Contracts 2. Remunerations & Benefits 3. Company Policies 4. Training 	Availability to be determined upon receipt of request.
Marketing	<ol style="list-style-type: none"> 1. Risk Management Services 2. Marketing Brochure 	Availability to be determined upon receipt of request.

- iii. The request procedures**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer (*head*) of PRO-RISK MANAGEMENT SERVICES cc. This request must be made to the address, fax number or electronic mail address of the Company – See clause B. [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the Company 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 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 Company [s 53(2)(f)].

Prescribed 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 Company will 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 the Company 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 Company has made a decision on the request, the requester will be notified in the required form.
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- Records may be withheld until the fees have been paid,
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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 also available for inspection at the offices of the Information Officer (*head*) of the Company – free of charge. Further copies are available with the SAHRC, and will be published in the Government Gazette.



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 - 2. Prescribed form : Request for access to record of private body – *Annexure 'B'*

A. 1. Introduction – The Act

- 1.1 The Promotion of Access to Information Act (*hereinafter called 'the Act'*) has been promulgated to give effect to the constitutional right of access to information in order to promote a culture of transparency, accountability and good governance by giving effect to the right of access to information.
- 1.2 The Act establishes voluntary and mandatory procedures to obtain access to records or information.
- 1.3 The Act grants a requester access to records of the Company – with the understanding that the record is required for the exercise or protection of any rights.
- 1.4 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs may be accessed either at (i) the South African Human Rights Commission's (SAHRC) website (www.sahrc.org.za) or at (ii) the Department of Justice and Constitutional Development's website (www.doj.gov.za) (under "regulations") which will contain the required forms and fee structures.

2) Introduction - The Company

PRO-RISK SECURITY SERVICES cc is a Security Guarding Services and Risk Consulting business situated in Pretoria. The company offers independent, professional risk management services to retail, commercial and industrial businesses.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details [Section 51(1)(a)]**

In terms of the Act, B.J. Hefer, as Managing Member (*head of the Company*) is the Information Officer for PRO-RISK SECURITY SERVICES cc.

He has in terms of the Act, appointed E.M. Hefer, (*Managing Member*) as the Deputy Information Officer to assist him.

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Postal: P.O. Box 17354
Pretoria North, 0116

Physical: 109 Abercrombie St.,
Pretoria North, 0182

Other Contact Information: Tel. No.: +27 12 546-7295
Fax No.: +27 12 546-7296
E-Mail : mail@pro-risk.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 are kept in accordance with the following legislation [Section 51(1)(d)]

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10. Skills Development Levies Act No. 9 of 1999
11. Skills Development Act No. 97 of 1998
12. Unemployment Contributions Act No. 4 of 2002
13. Unemployment Insurance Act No. 63 of 2001
14. Value Added Tax Act No. 89 of 1991.

4. Access to the records in terms of the Act [Sections 51(1)(c) and 51(1)(e)]

i. Company records, which are available without having to request access in terms of the Act, Section 52(2). [Section 51(1)(c)]

- Marketing Brochure

ii. Subject and Categories of records that may be requested. [Section 51(1)(e)]

SUBJECT	CATEGORY	ACCESS
Management	<ol style="list-style-type: none"> 1. Trade Name Registration 2. Domain Name Registration 3. Network Agreements 	Availability to be determined upon receipt of request.

SUBJECT	CATEGORY	ACCESS
Human Resources	1. Employment Contracts 2. Remunerations & Benefits 3. Company Policies 4. Training	Availability to be determined upon receipt of request.
Marketing	1. Security Guarding Services 2. Risk Management Services 3. Marketing Brochure	Availability to be determined upon receipt of request.

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer (*head*) of PRO-RISK SECURITY SERVICES cc. This request must be made to the address, fax number or electronic mail address of the Company: See contact details. - [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Information Officer of the Company 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 another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of the Company [s 53(2)(f)].

5. Prescribed Fees for private bodies:

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 Company will 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)].
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Alternatively, a hardcopy can be obtained free of charge from the Information Officer of the Company. See contact details.

6. Prescribed forms

- The prescribed form "Request for Access to Record of Private Body" needed by a requester to request access to records held by the Company, can either be found at (i) the website of the South African Human Rights Commission's (SAHRC) (www.sahrc.org.za) or at (ii) the Department of Justice and Constitutional Development's website (www.doj.gov.za).
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7. 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.

8. Availability of the manual [Section 51(3)]

This Manual is also available for inspection at the offices of the Information Officer (*head*) of the Company – free of charge. Further copies are available with the SAHRC, and will be published in the Government Gazette.



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A. 1. Introduction – The Act

- 1.1 The Promotion of Access to Information Act (*hereinafter called 'the Act'*) has been promulgated to give effect to the constitutional right of access to information in order to promote a culture of transparency, accountability and good governance by giving effect to the right of access to information.
- 1.2 The Act establishes voluntary and mandatory procedures to obtain access to records or information.
- 1.3 The Act grants a requester access to records of the Company – with the understanding that the record is required for the exercise or protection of any rights.
- 1.4 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs may be accessed either at (i) the South African Human Rights Commission's (SAHRC) website (www.sahrc.org.za) or at (ii) the Department of Justice and Constitutional Development's website (www.doj.gov.za) (under "regulations") which will contain the required forms and fee structures.

2) Introduction - The Company

PRO-RISK SAFETY SERVICES cc is an Occupational Health, Safety and Environment Risk Consulting business situated in Pretoria. The company offers independent, professional risk management services to retail, commercial and industrial businesses.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details [Section 51(1)(a)]**

In terms of the Act, B.J. Hefer, as Managing Member (*head of the Company*) is the Information Officer for PRO-RISK SAFETY SERVICES cc.

He has in terms of the Act, appointed E.M. Hefer, (*Managing Member*) as the Deputy Information Officer to assist him.

Address: -

Postal: P.O. Box 17354
Pretoria North, 0116

Physical: 109 Abercrombie St.,
Pretoria North, 0182

Other Contact Information: Tel. No.: +27 12 546-7295
Fax No.: +27 12 546-7296
E-Mail : mail@pro-risk.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 are kept in accordance with the following legislation [Section 51(1)(d)]

1. Basic Conditions of Employment No. 75 of 1997
2. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
3. Close Corporations Act, No. 69 of 1984
4. Employment Equity Act No. 55 of 1998
5. Income Tax Act No. 95 of 1967
6. Labour Relations Act No. 66 of 1995
7. Occupational Health & Safety Act No. 85 of 1993
8. Private Security Industry Regulation Act, No. 56 of 2001
9. Regional Services Councils Act No. 109 of 1985
10. Skills Development Levies Act No. 9 of 1999
11. Skills Development Act No. 97 of 1998
12. Unemployment Contributions Act No. 4 of 2002
13. Unemployment Insurance Act No. 63 of 2001
14. Value Added Tax Act No. 89 of 1991.

4. Access to the records in terms of the Act [Sections 51(1)(c) and 51(1)(e)]

i. Company records, which are available without having to request access in terms of the Act, Section 52(2). [Section 51(1)(c)]

- Marketing Brochure

ii. Subject and Categories of records that may be requested. [Section 51(1)(e)]

SUBJECT	CATEGORY	ACCESS
Management	<ol style="list-style-type: none"> 1. Trade Name Registration 2. Domain Name Registration 3. Network Agreements 	Availability to be determined upon receipt of request.

SUBJECT	CATEGORY	ACCESS
Human Resources	<ol style="list-style-type: none"> 1. Employment Contracts 2. Remunerations & Benefits 3. Company Policies 4. Training 	Availability to be determined upon receipt of request.
Marketing	<ol style="list-style-type: none"> 1. Occupational Health, Safety & Environment Services 2. Marketing Brochure 3. pro-risk OHSEAS Partnership 	Availability to be determined upon receipt of request.

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer (*head*) of PRO-RISK SAFETY SERVICES cc. This request must be made to the address, fax number or electronic mail address of the Company: See contact details. - [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Information Officer of the Company 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 another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of the Company [s 53(2)(f)].

5. Prescribed Fees for private bodies:

- 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 Company will 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 the Company 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 Company has made a decision on the request, the requester will 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 (six / 6) to search and prepare the record for disclosure [s 54(6)].
- Records may be withheld until the fees have been paid,
- The Prescribed Fee structure is available on (i) the website of the South African Human Rights Commission's (SAHRC) (www.sahrc.org.za) or at (ii) the Department of Justice and Constitutional Development's website (www.doj.gov.za).
Alternatively, a hardcopy can be obtained free of charge from the Information Officer of the Company. See contact details.

6. Prescribed forms

- The prescribed form "Request for Access to Record of Private Body" needed by a requester to request access to records held by the Company, can either be found at (i) the website of the South African Human Rights Commission's (SAHRC) (www.sahrc.org.za) or at (ii) the Department of Justice and Constitutional Development's website (www.doj.gov.za).
Alternatively, a hardcopy can be obtained free of charge from the Information Officer of the Company. See contact details

7. 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.

8. Availability of the manual [Section 51(3)]

This Manual is also available for inspection at the offices of the Information Officer (*head*) of the Company – free of charge. Further copies are available with the SAHRC, and will be published in the Government Gazette.

FUCHS PROKUREURS

HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE
BEVORDERING VAN TOEGANG TOT INLIGTING,
NO. 2 VAN 2000

INDEKS

BLADSY

1. Inleiding
2. Kontakbesonderhede
3. Riglyn in terme van Artikel 10 van die Wet
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet
5. Inligting/dokumente beskikbaar ingevolge ander wetgewing
6. Inligting/dokumente gehou deur Fuchs Prokureurs in terme van die Wet
7. Ander inligting
8. Beskikbaarheid van die handleiding

- 1
- 2
- 2
- 3
- 3
- 3
- 4
- 4

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Fuchs Prokureurs versoek word in terme van die Wet.

Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word.

'n Veroecker kan Mnr HO Fuchs kontak indien hy / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting/dokumente van Fuchs Prokureurs.

Woorde gebruik in die handleiding se betekenis is soos volg:

"die Wet"	beteken die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar by die kantore van Fuchs Prokureurs;
"Fuchs Prokureurs"	beteken Fuchs Prokureurs, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die senior vennoot van Fuchs Prokureurs is aangewys as die Inligtingsbeampte van Fuchs Prokureurs, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

2. KONTAKBESONDERHEDE (Artikel 51(1)(a) van die Wet)

Naam van liggaam:	Fuchs Prokureurs
Vennoot en Inligtingsbeampte:	Mnr HO Fuchs
Adres:	1ste Vloer Blok A Momentumpark Nicolsonstraat 105 Brooklyn Pretoria, 0181
Posadres:	Postbus 11771 Hatfield 0028
Telefoon:	(012) 460 9606
Faks:	(012) 460 9607
E-pos:	brf@legalcom.co.za

3. GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b) van die Wet)

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
2041 HOUGHTON

Telefoon:
Faks:
Webblad:
E-pos:

+27 11 484 8300
+27 11 484 0582/1360
www.sahrc.org.za
PAIA@sahrc.org.za

4. KENNISGEWING(S) IN TERME VAN ARTIKEL 52(2) VAN DIE WET (Artikel 51(1)(c) van die Wet)

Op hierdie stadium is geen kennisgewing(s) gepubliseer nie.

5. INLIGTING / DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

Fuchs Prokureurs hou inligting / dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):-

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensiofondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 58 van 1962 (Artikel 75)
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgeesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- *Employment Equity Act*, No. 55 van 1998 (Artikel 26)
- *Skills Development Act*, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- *Skills Development Levies Act*, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

Die bogemelde rekords, insoverre dit van 'n publieke aard is, is outomaties beskikbaar sonder dat 'n persoon toegang daartoe hoef te versoek in terme van die Wet en soos verlang in Artikel 52.

6. INLIGTING / DOKUMENTE GEHOU DEUR FUCHS PROKURERUS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Fuchs Prokureurs hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Fuchs Prokureurs
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag oor vaardigheidsontwikkeling
- Fuchs Prokureurs Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote/direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolise
- Reëls en regulasies met betrekking tot die pensiofondse

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur Fuchs Prokureurs gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

7. ANDER INLIGTING (Artikel 51(1)(f) van die Wet)

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie.

8. BESKIKBAARHEID VAN DIE HANDLEIDING (Artikel 51(3) van die Wet)

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Fuchs Prokureurs
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van Fuchs Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.7 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant.
- 8.8 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulations").

WILSON BAYLY HOLMES - OVCON LIMITED WBHO CONSTRUCTION (PROPRIETARY) LIMITED

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 ("the Act")

We acknowledge the assistance of the South African Human Rights Commission in the preparation of this manual

PART I (Information required under section 51(1)(a) of the Act)

Name of body: Wilson Bayly Holmes – Ovcon Limited, and its 100% held subsidiary,
WBHO Construction (Pty) Ltd
Head of body: Mr M S Wylie, Executive Chairman
Requests for information: The Company Secretary
Address: 53 Andries Street, Wynberg, Sandton
Postal Address: P O Box 531, Bergville, 2012
Telephone No. (011) 321 7200
Fax No. (011) 887 4364
e-mail: wbhoho@wbho.co.za
Website: wbho.co.za

PART II (Information required under section 51(1)(b) of the Act)

Section 51(1)(b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available. Reference should be made to the information published or to be published by the Human Rights Commission. Website: www.sahrc.org.za

PART III (Copy of notice, if any, required under section 51(1)(c) of the Act) Not applicable

PART IV (Information required under section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

Administration of Estates Act, No. 66 of 1965	Arbitration Act No. 42 of 1965
Basic Conditions of Employment No. 75 of 1997	Companies Act No. 61 of 1973
Compensation for Occupational Injuries & Diseases Act No. 130 of 1993	Copyright Act No. 98 of 1978
Credit Agreements Act No. 75 of 1980	Currency and Exchanges Act No. 9 of 1933
Employment Equity Act No. 55 of 1998	Finance Act No. 35 of 2000
Financial Services Board Act No. 97 of 1990	Financial Relations Act No. 65 of 1976
Harmful Business Practices Act No. 23 of 1999	Income Tax Act No. 95 of 1967
Insolvency Act No. 24 of 1936	Insurance Act No. 27 of 1943
Intellectual Property Laws Amendments Act No. 38 of 1997	Labour Relations Act No. 66 of 1995
Medical Schemes Act No. 131 of 1998	Occupational Health & Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956	Regional Services Councils Act No. 109 of 1985
SA Reserve Bank Act No. 90 of 1989	Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998	Stamp Duties Act No. 77 of 1968
Stock Exchange Control Act No. 1 of 1985	Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001	Value Added Tax Act No. 89 of 1991

PART V (Information required under section 51(1)(e) of the Act)

A - Web Page

The Company's Web Page (www.wbho.co.za) is accessible to anyone who has access to the internet.

The Company's Web Page has the following categories:

- Senior management of the company
- Divisional structure of the company
- Recent financial results information
- Details of contracts completed by the company

B - Library

The Company's library consists of a collection of works on various construction related topics as well as an archive of photographs of contracts completed by the Company and its subsidiaries. Persons wishing to make use of the facilities may do so but access is strictly by appointment only. Any costs that are incurred will be for the account of the user.

C - Other Records - Operational Information

This information can be defined as information needed in the day to day running of the organisation and is generally of little to no use to persons outside the organisation. (Examples of such information are: requisitions, internal phone lists, address lists, company policies, directives, contracts, employee records and general "house keeping" information).

PART VI **Fees for records of private body** **REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

The fees and schedule is as per the schedules to the ACT
The forms included in the schedules to the ACT may be used

**UNI HOLD LIMITED
and subsidiaries**

**Unihold Group Ltd
Credex Finance (Pty) Ltd
Unihold Business Solution (Pty) Ltd
Unihold Communications Ltd
Unihold Africa (Pty) Ltd**



**Act 2 of 2000,
The Promotion of Access to Information
Manual**

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

Effective Date: 28 February 2003

1. Part I: Particulars of the Private Body -
(Section 51(1)(a) of the Act applies):

- a. Name of the Body
Unihold Ltd.
- b. Head of the Body (Information Officer)
Mr. Robert Furney
- c. Postal Address
PO Box 413800
Craighall
2024
- d. Street Address
Unihold House, 22 Hurlingham Road
Illovo Boulevard, Illovo
JOHANNESBURG
- e. Telephone Number
(011) 268 6080
- f. Fax Number
(011) 268 6078
- g. Web address
Not applicable
- h. Contact Details of Information Officer
 - i. e-mail: robf@unihold.co.za
 - ii. Phone: (011) 268 6080
 - iii. Fax: (011) 268 6078

2. Part II - Description and Access to the Guide -
(Section 51(1)(b) of the Act applies):

- Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.
- The Human Rights Commission shall, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.
- The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15th February 2002 set forth how the Human Right Commission should make the guide available.

3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records -
(Section 51(1)(c) of the Act applies):

4. Part IV - Records available in accordance with any other legislation -
(Section 51(1)(d) of the Act applies):

- Basic Conditions of Employment – Act 75 of 1997
- Companies Act – Act 61 of 1973
- Employment Equity – Act 55 of 1998
- Income Tax – Act 58 of 1962
- Labour Relations – Act 66 of 1995
- Patents - Act 57 of 1978
- Skills Development Levies - Act 97 of 1998
- Trademarks - Act 194 of 1993
- Unemployment Insurance – Act 30 of 1966
- Value-Added Tax – Act 89 of 1991

5. Part V - Access to Information -
(Section 51(1)(e) of the Act applies):

5.1 Methods of Access to Manual

- Government Gazette
- Human Rights Commission

5.2 Description of Records

Record Categories -

(Section 51(1)(e) of the Act applies)

Note: Availability of documentation will be determined on receipt of request

Public Relations Division

- Media Releases

Human Resources Division

- Staff Records
- Employment Contracts
- Policies and Procedures

Financial Division

- Financial Statements
- Financial and Tax Records (Company & Employees)
- Asset Register
- Management Accounts

Company Secretarial

- General Contract Documentation
- Trade Marks
- Statutory Records

6. FORM OF REQUEST

To facilitate the processing of requests, kindly:

6.1 Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za, or the website of The Department Of Justice and Constitutional Development (under the "regulations" section) at www.doj.gov.za

6.2 Address your request to the Company Secretary at the address shown at the front of the manual.

6.3 Provide sufficient details to enable the COMPANY to identify:

- The record(s) requested;
- The requester (and if an agent is lodging the request, proof of capacity);
- The form of access required;
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

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

7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.

7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za, or the website of The Department Of Justice and Constitutional Development (under the "regulations" section) at www.doj.gov.za

WIRE ELECTRIC (PTY) LTD

A Guide to

ACCESSING OUR INFORMATION

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



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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

We are mainly a speciality distributor of Technological based products which include but not limited to Enamelled Copper Wire, various Electrical Insulating materials in both the High and Low voltage markets, Speciality Tapes for numerous applications, a full range of Abrasive materials, Transformer materials, New Electrical Motors, Bearings, Electrical Testing Machinery and various Covered Conductors for the Transformer Industry.

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.wilec.co.za.

Section A – Our details

Full Name : Wire Electric (Pty) Ltd t/a Wilec

Registration Number : 1976/04547/07

Registered Address : Old Mutual Mini Park
Corner Outspan and Heidelberg Rds
City Deep
2049

Postal Address : P.O. Box 86330
City Deep
2049

Telephone Number : (011) 613-1811

Fax Number : (011) 613-7107

Head/CEO : Robert B. Spoon

Designated Information Officer : Rodney Berry

Email Address of Information Officer : rodneyb@wilec.co.za

Website : www.wilec.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 (if any);
- (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) Proxy Forms;
- (vii) Proxy Forms used at Court convened meetings;
- (viii) A Register of Allotments – after a person ceased to be a member;
- (ix) Register of Members;
- (x) Index of Members;
- (xi) Register of Fixed Assets;
- (xii) Register of Directors' shareholdings;
- (xiii) Register of Directors and Certain Officers;
- (xiv) Directors' Attendance Register;
- (xv) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xvi) 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) Staff records (after date of employment ceases);
- (xii) Expense accounts;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes;
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Housing scheme;
- (vii) Disability scheme;
- (viii) Group personal accident;
- (ix) Group life;
- (x) Employee stock purchase plan;
- (xi) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;
- (ii) Pension Fund account records;
- (iii) Contribution Reports;

(f) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Safety management systems, data and audits;
- (ii) Industrial hygiene programs, data and audits;
- (iii) Employee public health emergency action plans;
- (iv) Permits, licences, approvals and registrations for operations of sites and business;
- (v) Emergency response plans;

(g) MOVABLE PROPERTY

- (i) Asset register;
- (ii) Finance and Lease Agreements;

(h) INTELLECTUAL PROPERTY

- (i) 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;

(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) Distributor, dealer or agency agreements;
- (viii) Restraint agreements;
- (ix) 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 System Delivery Plan;
- (ii) 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) Development or Investment Plans;
- (x) Agreements;
- (xi) Licenses;
- (xii) Audits.

(o) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) 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
- Customs and Excise Act No 91 of 1964
- 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
- Occupational Health and Safety Act No. 85 of 1993
- 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
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- Occupational Health and Safety Act No. 85 of 1993
- Stamp Duties Act No. 77 of 1968
- 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. Pamphlets / Brochures.

Section F – General

Nothing to report



MANUAL

OF

ALLIED TECHNOLOGIES LIMITED

(“ALTECH”)

in terms of

Section 51(1) of the Promotion of Access to
Information Act 2 of 2000 (“the Act”)

THE PURPOSE

The purpose of this document is to serve as the Manual
of Altech as required in terms of the Act, and to
provide a reference as to the records held and
the procedures that need to be followed to request
access to such records

INTRODUCTION

Altech, together with its subsidiaries and operating divisions, is a Group of Companies that operates in the telecommunications, multi-media and information technology (TMT) fields.

This Manual will cover the records held by Altech and its respective operating subsidiaries and divisions.

Accordingly, the operating subsidiaries and divisions covered by this Manual are:

Alcom Radio Distributors (Proprietary) Limited
Alcom Systems (Proprietary) Limited
Altech Data (Proprietary) Limited
Altech Industries (Proprietary) Limited
Altech Management Services (Proprietary) Limited
Arrow Altech Distribution (Proprietary) Limited
Arrow Altech Holdings (Proprietary) Limited
Autopage Cellular (Proprietary) Limited
Autopage Holdings Limited
Isis (Proprietary) Limited
Keops Altech (Proprietary) Limited
MediaVerge Solutions (Proprietary) Limited
Mobile Direct Telecommunications (South Africa) (Proprietary) Limited
Netstar (Proprietary) Limited
Supercall Cellular (Proprietary) Limited
UEC Multi-Media Limited
UEC Technologies (Proprietary) Limited

For purposes of this Manual Altech and its subsidiaries and operating divisions will jointly be referred to as "the Group".

SECTION I:**CONTACT PERSON AND ADDRESS DETAILS OF ALTECH**

(as required by Section 51(1)(a))

The Chief Executive Officer ("CEO") of Altech has duly authorised the contact person below to ensure that the Act is complied with:

Contact Person:	Ms J E Abraham
Physical Address:	Altech House 79 Central Street Houghton JOHANNESBURG
Postal Address:	P O Box 153 Bergvlei 2012 SOUTH AFRICA
Telephone:	(011) 715 9000
Fax:	(011) 715 9048
e-mail address:	jabraham@altech.co.za

SECTION II:

GUIDE ON HOW TO USE THE ACT

(as required by Section 51(1)(b), as read with Section 10)

The Human Rights Commission will in due course compile a guide, in terms of Section 10 of the Act, containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide, as soon as it is published, will be described in a revised version of this Manual and information will be provided on how to obtain access to it.

The Human Rights Commission may be contacted directly at:

Physical Address: The South African Human Rights Commission
 EAIA Unit
 The Research and Documentation Department

Postal address: Private Bag 2700
 Houghton
 2041

Telephone: (011) 484 8300
Fax: (011) 484 0582
e-mail address: PAIA@sahrc.org.za
Web site: www.sahrc.org.za

SECTION III:**CATEGORIES OF RECORDS AVAILABLE**

(as required by Section 51(1)(c))

The following categories of records are automatically available without a person having to request access in terms of this Act:

1. Statutory records – all companies (whether private or public)

Memorandum of association
Articles of association
Certificate of incorporation
Certificate to commence business
Register of directors
Form CM5 – reservation of name
Form CM7 – shortened form of name
Form CM8 – defensive names
Form CM9 – change of name
Form CM11 – increase in authorised capital
Form CM15 – allotment of shares
Form CM14A – repurchase of shares
Form CM18 – Registration of Court Orders
Form CM19 – redemption of preference shares
Form CM21 – where records are kept if not at registered office
Form CM22 – registered office
Form CM25 – waive period of notice of meeting
Form CM26 – special resolutions
Form CM27 – consent to act as a director
Form CM29 – directors and officers
Form CM31 – appointment/resignation of auditors
Form CM32 – change of year end
Form CM45 – conversion of one type of company to the other
Form CM52 – exemption to lodge annual financial statements

2. Listed company records available for inspection

Share register

Monthly download from STRATE.

Dividend register

Annual register as supplied by the transfer secretaries

Financial statements

Annual report

Interim report

Preliminary results

Trading updates published (profit forecasts)

JSE news (SENS)

Appointments/resignation of directors

Share dealings of directors

Dividend declarations

Announcements : Rights offers

Mergers and acquisitions

Share placings
Claw-back offers
Scheme of arrangements
Prelisting statements

Corporate transactions

Circulars to shareholders
Notices of general meetings

Shareholders' meeting minutes

General meetings of the company
Annual general meeting of the company

3. Corporate communications

Press releases
Staff magazine
Analyst presentations
Corporate mission statement

4. Human Resources

Employment Equity returns to the Dept of Labour
Work skills development plans submitted to relevant Sector Education and Training Authority (SETA)
Standard Terms and Conditions of Employment applicable to all Staff

5. Intellectual property

List of Altech trademarks and registration numbers

6. Immovable property

Title deeds

7. Company investments

List of subsidiary companies, associates and joint ventures

8. Employee benefits

Altron Group Pension Fund
Altron Group Retirement Fund
Altron Medical Aid Scheme

As the above are separate entities, information pertaining to these entities must be requested direct from those funds themselves.

The actuaries of the retirement funds are Alexander Forbes Limited.

9. Auditors

The company's auditors are Fisher Hoffman PKF, 15 Girton Road, Parktown.

10. Share Option Schemes.
11. Copies of the relevant trust deeds.

SECTION IV:**RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION**

(as required by Section 51(1)(d))

Records are available, where applicable, in accordance with the following current South African legislation (only to the extent that the relevant Act makes disclosure of records compulsory):

- The Occupational Health and Safety Act No. 29 of 1996;
- The Hazardous Substances Act No. 15 of 1973;
- The Health Act No. 63 of 1977;
- The Atmospheric Pollution Prevention Act No. 45 of 1965;
- The Compensation for Occupation Injuries and Diseases Act No. 130 of 1993;
- The Stock Exchanges Control Act No. 1 of 1985;
- The Value Added Tax Act No. 89 of 1991;
- The Income Tax Act No. 58 of 1962;
- The Companies Act No. 61 of 1973;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- The Labour Relations Act No. 66 of 1985;
- Skills Development Act No. 97 of 1998;
- The Medical Schemes Act No. 131 of 1998;
- The Pension Funds Act No. 24 of 1956.

SECTION V:**DETAIL TO FACILITATE A REQUEST FOR ACCESS TO RECORDS**

(as required by Section 51(1)(e))

Any request for access to records should be submitted on the prescribed form C (a copy of which is attached) which should be sent to the Contact Person whose name and address details appear in Section I hereof.

Altech has in its possession the following categories of records on the subject matters referred to hereunder:

CATEGORIES AND RECORD SUBJECTS**ALTECH CORPORATE DIVISION:**Chief Executive's office

The Chief Executive's office records comprise the following main categories:

- Internal Reports and Communications
- Financial Reports

Corporate Finance

The Corporate Finance department provides specialist financial services to the Group. Corporate Finance records comprise the following main categories:

- Technical Records
- Departmental Administration Records
- Technical Publications
- Quoted Company Records
- Internal Reports and Communications

Internal Audit

Internal Audit's purpose is to provide the Corporate Offices and Operations held through Altech with independent assurance that risks are being appropriately managed across the Group. Internal Audit records comprise the following main categories:

- Risk Management Records
- General Correspondence
- Group Audit Practice Records
- General Administration Records
- Audit Reports and Supporting Working Papers

Accounting

The Accounting department maintains financial and management accounts for the Group and provides back-office activities that support Integrated Treasury and Cash Management. Corporate Account records comprise the following main categories:

- Accounting Records
- Investment Records
- General Correspondence
- Management Reports
- VAT Records

- PAYE Records
- Consolidation Records
- Internal Reports and Communications

Company Secretary

The Company Secretary provides company secretarial services to the Group. The Company Secretary records comprise of the following main categories:

- Contracts and Agreements
- Property Records
- Intellectual Property Rights Records (Trademarks, Patents, Registered Designs and Copyright)
- General Correspondence
- Investment Records
- Share Registration Records
- Statutory Records
- Minute Books
- Internal Reports and Communications

Human Resource (HR) Department

The Human Resource Department's primary objective is to develop and implement a competitive human resource strategy that will support the Group. Human Resource records comprise the following main categories:

- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Statutory Records
- Employment Equity Records
- Contracts

Legal Department

The Legal department provides assistance with all corporate legal matters material to the Group. Legal department records comprise the following categories:

- Working Files
- General Correspondence
- Copies of Agreements
- Statutory Records
- Litigation Records
- Legal Records
- Internal Reports and Communications

SECTION VI:**ACCESS REQUEST PROCEDURE AND PRESCRIBED FEES**

A request for access to records must be made in the prescribed Form C (a copy of which is attached) which should be sent to the address, fax number or electronic mail address.

Please note that an initial, non-refundable request fee of R57,00 (inclusive of VAT) is payable on submission. This fee is not applicable to personal requests, i.e. individual seeking access to records pertaining to those individuals themselves.

In the event that a request for access is successful an access fee will be payable for the search, reproduction and/or preparation of records and will be calculated based on the fee prescribed under the Act. The access fee must be paid prior to access being given to the requested record.

Request for information will be evaluated and the applicant will be notified within 30 days after receipt of the request in the prescribed format of the following:

Notification of extension period (if required)

Applicants must take note that in terms of the Act the 30 days period mentioned above may be extended for a further period of not more than 30 days under certain circumstances (details will be provided together with the notification of such extension);

The access fee and/or deposit

The applicant will be informed of the access fee (if any) which is payable for having access to the records. In addition, a deposit may be requested which is fully refundable in the event that the application is ultimately refused.

Decision on request

The applicant will be informed whether or not the application for access has been denied, or granted. In the event that it is granted the information referred to above pertaining to the access fee, any deposit payable and any other relevant matters will be advised. In the event that the applicant is refused the applicant will be given adequate reasons for the refusal and will be informed that the applicant may lodge an application with a Court against the refusal of the application, as well as the procedure (including the period) for lodging such application.

Grounds for refusal

The Group may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Group may refuse include:

- Protecting personal information that the Group hold about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the Group holds about a third party or the Group (for example trade secrets, financial, commercial, scientific or technical information that may harm the commercial or financial interests of the Group or the third party);
- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;

- If disclosure of the record would prejudice or impair the security of property or means of transport;
- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;
- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;
- Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party of the Group.

Records that cannot be found or do not exist

If the Group has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

Third party information

If access is requested to a record that contains information about a third party, the Group is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied.

In the event of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

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 t
record: _____

2. Reference number, if available

3. Any further particulars o
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 of payment for the fee: _____

F. FORM OF ACCESS TO THE 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 the 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*	
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3. If the 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 the 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 of protection of the aforementioned right: _____

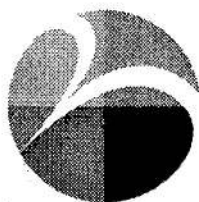
H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS:

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 _____ 200 _____

Signature of requester/person on whose behalf request is made



BYTES TECHNOLOGY GROUP LIMITED

IT Services for the Enterprise

MANUAL OF BYTES TECHNOLOGY GROUP LIMITED ("BTG")

in terms of

Section 51(1) of the Promotion of Access to
Information Act 2 of 2000 ("the Act")

THE PURPOSE

The purpose of this document is to serve as the Manual
of BTG as required in terms of the Act, and to
provide a reference as to the records held and
the procedures that need to be followed to request
access to such records

INTRODUCTION

BTG, together with its subsidiaries and operating divisions, is a Group of Companies that operates in the information technology field.

This Manual will cover the records held by BTG and its respective operating subsidiaries and divisions.

Accordingly, the operating subsidiaries and divisions covered by this Manual are:

Subsidiaries
Bytes Software (Pty) Ltd Digital Healthcare Solutions (Pty) Ltd Laser Facilities (Pty) Ltd National Data Systems (Pty) Ltd Total Technology Solutions (Pty) Ltd University Document Management Services (Pty) Ltd Xerox South Africa (Pty) Ltd
Divisions
Bytes Technology Networks (includes Gauteng, East Coast and Western Cape) Bytes Business Solutions Bytes Communication Systems National Data Systems

For purposes of this Manual BTG and its subsidiaries and operating divisions will jointly be referred to as "the Group".

SECTION I: CONTACT PERSON AND ADDRESS DETAILS OF BTG

(as required by Section 51(1)(a))

The Chief Executive Officer ("CEO") of BTG has duly authorised the contact person below to ensure that the Act is complied with:

Contact Person:	Allan Staude
Physical Address:	The Avenues North 6 Mellis Road Rivonia Sandton
Postal Address:	P O Box 1770 Rivonia 2128 South Africa

Telephone:
Fax:
e-mail address:

(011) 236 9500
(011) 807 6909
allan.staude@btgroup.co.za

SECTION II: GUIDE ON HOW TO USE THE ACT

(as required by Section 51(1)(b), as read with Section 10)

The Human Rights Commission will compile a guide, in terms of Section 10 of the Act, containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide will be published in August 2003 and copies thereof, or details relating thereto will be available from the Human Rights Commission.

The Human Rights Commission may be contacted directly at:

The South African Human Rights Commission
EAIA Unit
The Research and Documentation Department

Postal address:	Private Bag 2700 Houghton 2041
Telephone:	(011) 484-8300
Fax:	(011) 484-0582
e-mail address:	PAIA@sahrc.org.za
Web site:	www.sahrc.org.za

SECTION III: CATEGORIES OF RECORDS AVAILABLE

(as required by Section 51(1)(c))

The following categories of records are automatically available without a person having to request access in terms of this Act:

1. Statutory records – all companies (whether private or public)

Memorandum of association
Articles of association
Certificate of incorporation
Certificate to commence business
Register of directors
Form CM5 – reservation of name
Form CM7 – shortened form of name
Form CM8 – defensive names
Form CM9 – change of name
Form CM11 – increase in authorised capital
Form CM15 – allotment of shares
Form CM14A – repurchase of shares
Form CM18 – Registration of Court Orders
Form CM19 – redemption of preference shares
Form CM21 – where records are kept if not at registered office
Form CM22 – registered office
Form CM25 – waive period of notice of meeting
Form CM26 – special resolutions
Form CM27 – consent to act as a director
Form CM29 – directors and officers
Form CM31 – appointment/resignation of auditors
Form CM32 – change of year end
Form CM45 – conversion of one type of company to the other
Form CM52 – exemption to lodge annual financial statements

2. Listed company records available for inspection

Share register

Monthly download from STRATE.

Dividend register

Annual register as supplied by the transfer secretaries

Financial statements

Annual report

Interim report

Preliminary results

Trading updates published (profit forecasts)

JSE news (SENS)

Appointments/resignation of directors

Share dealings of directors

Dividend declarations

Announcements : Rights offers

Mergers and acquisitions

Share placings

Claw-back offers

Scheme of arrangements

Prelisting statements

Corporate transactions

Circulars to shareholders

Notices of general meetings

Shareholders' meeting minutes

General meetings of the company

Annual general meeting of the company

3. Corporate communications

Press releases

Corporate mission statement

4. Human Resources

Employment Equity returns to the Dept of Labour

Work skills development plan submitted to Issett

Standard Terms and Conditions of Employment applicable to all Staff

5. Intellectual property

List of BTG trademarks and registration numbers

6. Immovable property

Title deeds

7. Company investments

List of subsidiary companies, associates and joint ventures

8. Employee benefits

Altron Group Pension Fund

Altron Group Retirement Fund

Altron Medical Aid Scheme

Bytes Technology Group Provident Fund

Discovery Health Medical Aid

As the above are separate entities, information pertaining to these entities must be requested direct from those funds themselves.

The actuaries of the retirement funds are Alexander Forbes Limited in respect of the Altron Pension / Retirement Funds, and Deloitte and Touche in respect of the Bytes Technology Group Provident Fund.

9. Auditors

The company's auditors are KPMG, 1 Empire Crescent, Parktown.

10. Share Option Schemes (records held by parent company Allied Electronics Corporation Limited ("Altron")).

11. Copies of the relevant trust deeds.

SECTION IV:

RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION

(as required by Section 51(1)(d))

Records are available in accordance with the following current South African legislation (only to the extent that the relevant Act makes disclosure of records compulsory):

- The Occupational Health and Safety Act No. 29 of 1996;
- The hazardous Substances Act No. 15 of 1973;
- The health Act No. 63 of 1977;
- The Atmospheric Pollution Prevention Act No. 45 of 1965;
- The Compensation for Occupation Injuries and Diseases Act No. 130 of 1993;
- The Stock Exchanges Control Act No. 1 of 1985;
- The Value Added Tax Act No. 89 of 1991;
- The Income Tax Act No. 58 of 1962;
- The Companies Act No. 61 of 1973;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- The Labour Relations Act No. 66 of 1985;
- Skills Development Act No. 97 of 1998;
- The Medical Schemes Act No. 131 of 1998;
- The Pension Funds Act No. 24 of 1956.

SECTION V:**DETAIL TO FACILITATE A REQUEST FOR ACCESS TO RECORDS**

(as required by Section 51(1)(e))

Any request for access to records should be submitted on the prescribed form C (a copy of which is attached) which should be sent to the Head of BTG whose name and address details appear in Section I hereof.

BTG has in its possession the following categories of records on the subject matters referred to hereunder:

CATEGORIES AND RECORD SUBJECTS**BTG CORPORATE DIVISION:****Chief Executive's office**

The Chief Executive's office records comprise the following main categories:

- Statutory Records
- Administration Records
- Research Records
- Sponsorship Records
- Internal Reports and Communications
- Financial Reports

Corporate Finance

The Corporate Finance department at Altron provides specialist financial services to BTG. Corporate Finance records, held at Altron, comprise the following main categories:

- Technical Records
- Departmental Administration Records
- Technical Publications
- Quoted Company Records
- Internal Reports and Communications

Group Tax

The Altron tax department provides advice to BTG on all aspects of taxation. Group tax records, held at Altron, comprise the following main categories:

- Tax Records
- Corporate, Subject and Country Records
- Administrative Records
- Internal Reports and Communications

Internal Audit

Internal Audit's purpose is to provide the Corporate Offices and Operations held through BTG with independent assurance that risks are being appropriately managed across the Group. Internal Audit records comprise the following main categories:

- Risk Management Records
- General Correspondence
- Group Audit Practice Records
- General Administration Records

- **Audit Reports and Supporting Working Papers**

Accounting

The Accounting department maintains financial and management accounts for the Group and provides back-office activities that support Integrated Treasury and Cash Management. Corporate Account records comprise the following main categories:

- Accounting Records
- Investment Records
- General Correspondence
- Management Reports
- Treasury Dealing and Settlement Records (held at Altron)
- Transactional Records
- VAT Records
- PAYE Records
- Tax Records (held at Altron)
- Consolidation Records
- Internal Reports and Communications

Company Secretary

The Company Secretary provides company secretarial services to the Group. Company Secretary records comprise of the following main categories:

- Contracts and Agreements
- Property Records
- Intellectual Property Rights Records (Trademarks, Patents, Registered Designs and Copyright)
- General Correspondence
- Investment Records
- Share Registration Records
- Statutory Records
- Minute Books
- Internal Reports and Communications

Human Resource (HR) Department

The Human Resource Department's primary objective is to develop and implement a competitive human resource strategy that will support the Group. Human Resource records comprise the following main categories:

- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee benefit Records
- Labour Relations Records
- Statutory Records
- Employment Equity Records
- Contracts

Legal Department

The Legal department provides assistance with all corporate legal matters material to the Group. Legal department records comprise the following categories:

- Working Files

- General Correspondence
- Copies of Agreements
- Statutory Records
- Litigation Records
- Legal Records
- Internal Reports and Communications

Medical and Occupational Health Services

Medical Aid, as referred to earlier in this document, is contracted out to the Altron Medical Aid Scheme and Discovery Health Medical Aid Scheme. Requests for information or access to records relating to the aforementioned should be directed to the relevant Schemes. The Group does not offer any other medical/health service to Group Employees.

Information Technology Department (ITD)

ITD is responsible for developing, supporting and providing assurance on the implementation of IT policies, standards and best practice in the Group. ITD records comprise the following main categories:

- General Correspondence
- Contracts and Agreements
- Operational Records
- Maps and Diagrams
- Asset Records
- Policy Records

SECTION VI:

ACCESS REQUEST PROCEDURE AND PRESCRIBED FEES

A request for access to records must be made in the prescribed Form C (a copy of which is attached) which should be sent to the address, fax number or electronic mail address.

Please note that an initial, non-refundable request fee of R57,00 (inclusive of VAT) is payable on submission. This fee is not applicable to personal requests, i.e. individual seeking access to records pertaining to those individuals themselves.

In the event that a request for access is successful an access fee will be payable for the search, reproduction and/or preparation of records and will be calculated based on the fee prescribed under the Act. The access fee must be paid prior to access being given to the requested record.

Request for information will be evaluated and the applicant will be notified within 30 days after receipt of the request in the prescribed format of the following:

Notification of extension period (if required)

Applicants must take note that in terms of the Act the 30 days period mentioned above may be extended for a further period of not more than 30 days under certain circumstances (details will be provided together with the notification of such extension);

The access fee and/or deposit

The applicant will be informed of the access fee (if any) which is payable for having access to the records. In addition, a deposit may be requested which is fully refundable in the event that the application is ultimately refused.

Decision on request

The applicant will be informed whether or not the application for access has been denied, or granted. In the event that it is granted the information referred to above pertaining to the access fee, any deposit payable and any other relevant matters will be advised. In the event that the applicant is refused the applicant will be given adequate reasons for the refusal and will be informed that the applicant may lodge an application with a Court against the refusal of the application, as well as the procedure (including the period) for lodging such application.

Grounds for refusal

The Group may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Group may refuse include:

- Protecting personal information that the Group holds about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the Group holds about a third party or the Group (for example trade secrets, financial, commercial, scientific or technical information that may harm the commercial or financial interests of the Group or the third party);
- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;
- If disclosure of the record would prejudice or impair the security of property or means of transport;
- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;

- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;
- Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party of the Group.

Records that cannot be found or do not exist

If the Group has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

Third party information

If access is requested to a record that contains information about a third party, the Group is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied.

In the event of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

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 therefore.

Reason for exemption of payment for the fee: _____

F. FORM OF ACCESS TO THE 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 the 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 the 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 the 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 of 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 _____ 200 _____

Signature of requester/person on whose behalf request is made



MANUAL

OF

POWER TECHNOLOGIES LIMITED
("POWERTECH")

In terms of

Section 51(1) of the Promotion of Access to Information Act 2 of 2000
("the Act")

THE PURPOSE

The purpose of this document is to serve as the Manual of Powertech as required in terms of the Act, and to provide a reference as to the records held and the procedures that need to be followed to request access to such records

INTRODUCTION

Powertech, together with its subsidiaries and operating divisions, is a Group of Companies that operates in the power electronics sector.

This Manual will cover the records held by Powertech and its respective operating subsidiaries and divisions.

Accordingly, the South African operating subsidiaries and divisions covered by this Manual are:

Aberdare Cables (Pty) Limited

constituted by the following divisions:

Aberdare Telecom Networks

Aberdare Power Cables

Lambda Cables

Raytech Energy

Aberdare Fibre Optic Cables (Pty) Limited

Aberdare Fibre Cable Systems (Pty) Limited

Alcon Marepha (Pty) Limited

ABB Powertech Transformers (Pty) Limited

Battery Technologies (Pty) Limited

Desta Power Matla (Pty) Limited

DC Components (Pty) Limited

Formbat (Pty) Limited

Ke-Matomo Technologies (Pty) Limited

Powertech Industries (Pty) Limited

constituted by the following divisions:

Crabtree Electrical Accessories SA

Autotech

DC Power Systems

Powertech Management Services

Sabat Battery

Whiteleys

Willard Batteries

Instrumentation and Control Technologies (Pty) Limited

constituted by the following division:

Yelland Control

Independant Power Distributors (Pty) Limited

Renergy Technologies (Pty) Limited

Strike Technologies (Pty) Limited

Tridonic SA (Pty) Limited

Powertech Leasing (Pty) Limited

Powertech Batteries International Holdings (Pty) Limited

For purposes of this Manual Powertech and its subsidiaries and operating divisions will jointly be referred to as "the Group"

SECTION I:**CONTACT PERSON AND ADDRESS DETAILS OF POWERTECH**

(as required by Section 51(1)(a))

The Chief Executive Officer ("CEO") of Powertech has duly authorised the contact person below to ensure that the Act is complied with:

Contact Person: GM Scrutton

Physical Address: First floor
Powertech House Hampton Park
20 Georgian Crescent
Bryanston
Sandton

Postal Address: P O Box 228
Sloane Park
2128
South Africa

Telephone: (011) 706 7184

Fax: (011) 706 7890

e-mail address: gscrutton@powertech.co.za

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 of payment for the fee: _____

F. FORM OF ACCESS TO THE 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 the 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 the 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 the 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)	
-------------------------	--	--	--	--	--

<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p>Postage is payable.</p>	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 of 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 _____ 200_____

Signature of requester/person on whose behalf request is made



**MANUAL
OF
ALLIED ELECTRONICS
CORPORATION LIMITED
("ALTRON")**

In terms of

Section 51(1) of the Promotion of Access to
Information Act 2 of 2000 ("the Act")

THE PURPOSE

The purpose of this document is to serve as the Manual
of Altron as required in terms of the Act, and to
provide a reference as to the records held and
the procedures that need to be followed to request
access to such records

INTRODUCTION

Altron, together with its subsidiaries and operating divisions, is a group of companies that operates in the telecommunications, information technology, multi-media and power electronics fields. Altron holds the majority of shares in the following listed entities:

Allied Technologies Limited ("Altech").

Bytes Technology Group Limited ("BTG").

In addition, Power Technologies Limited ("Powertech") is a wholly-owned subsidiary of Altron.

This Manual will cover the records held by Altron, whereas the records of Altech, BTG and Powertech, and their respective operating subsidiaries and divisions, will be dealt with in separate Manuals which will be prepared and published by Altech, BTG and Powertech respectively.

Accordingly, the South African operating subsidiaries and divisions covered by this Manual are:

ALTRON

Aeromaritime International Management Services (Pty) Limited

Altron Management Services, a division of Altron Finance (Pty) Limited

Altron Finance (Pty) Limited

Altron Leasing and Finance (Pty) Limited

Altron One (Pty) Limited

Altron Investment Holdings (Pty) Limited

Bilven (Pty) Limited

Corporate Finance Solutions, a division of Fintech (Pty) Limited

Fintech (Pty) Limited

~~Technologies Acceptances, a division of Fintech (Pty) Limited~~

For purposes of this Manual Altron and its subsidiaries will jointly be referred to as "the Group".

SECTION I:**CONTACT PERSON AND ADDRESS DETAILS OF ALTRON**

(as required by Section 51(1)(a))

The Chief Executive Officer ("CEO") of Altron has duly authorised the contact person below to ensure that the Act is complied with:

Contact Person:	Ms SF Linford
Physical Address:	Altron House 4 Sherborne Road Parktown, 2193 Johannesburg
Postal Address:	P O Box 981 Houghton 2041 South Africa
Telephone:	(011) 645 3600
Fax:	(011) 482 6489
e-mail address:	slinford@altron.co.za

**SECTION II:
GUIDE ON HOW TO USE THE ACT**

(as required by Section 51(1)(b), as read with Section 10)

The Human Rights Commission will in due course compile a guide, in terms of Section 10 of the Act, containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide, as soon as it is published, will be described in a revised version of this Manual and information will be provided on how to obtain access to it.

The Human Rights Commission may be contacted directly at:

The South African Human Rights Commission
EAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: (011) 484 8300
Fax: (011) 484 0582
e-mail address: PAIA@sahrc.org.za
Web site: www.sahrc.org.za

SECTION III: CATEGORIES OF RECORDS AVAILABLE

(as required by Section 51(1)(c))

The following categories of records are automatically available without a person having to request access in terms of this Act:

1. Statutory records – all companies (whether private or public)

Memorandum of association
Articles of association
Certificate of incorporation
Certificate to commence business
Register of directors
Form CM5 – reservation of name
Form CM7 – shortened form of name
Form CM8 – defensive names
Form CM9 – change of name
Form CM11 – increase in authorised capital
Form CM15 – allotment of shares
Form CM14A – repurchase of shares
Form CM18 – Registration of Court Orders
Form CM19 – redemption of preference shares
Form CM21 – where records are kept if not at registered office
Form CM22 – registered office
Form CM25 – waive period of notice of meeting
Form CM26 – special resolutions
Form CM27 – consent to act as a director
Form CM29 – directors and officers
Form CM31 – appointment/resignation of auditors
Form CM32 – change of year end
Form CM45 – conversion of one type of company to the other
Form CM52 – exemption to lodge annual financial statements

2. Listed company records available for inspection

Share register

Monthly download from STRATE.

Dividend register

Annual register as supplied by the transfer secretaries.

Financial statements

Annual report;
Interim report;
Preliminary results;
Trading updates published (profit forecasts).

JSE news (SENS)

Appointments/resignation of directors;
Share dealings of directors;
Dividend declarations.
Announcements: Rights offers;

Mergers and acquisitions;
Share placings;
Claw-back offers;
Schemes of arrangement;
Prelisting statements.

Corporate transactions

Circulars to shareholders;
Notices of general meetings.

Shareholders' meeting minutes

General meetings of the company;
Annual general meetings of the company.

3. Corporate communications

Corporate identity manual;
Corporate overview presentation;
Press releases;
Staff magazine;
Corporate video;
Analyst presentations;
Corporate mission statement;
Memos from the Chairman booklet.

4. Human Resources

Employment Equity returns to the Dept of Labour;
Work skills development plan submitted to Fasset;
Standard Terms and Conditions of Employment applicable to all Staff.

5. Intellectual property

List of Altron trademarks and registration numbers.

6. Immovable property

Title deeds.

7. Company investments

List of subsidiary companies, associates and joint ventures.

8. Employee benefits

Altron Group Pension Fund
Altron Group Retirement Fund
Altron Medical Aid Scheme

As the above are separate entities, information pertaining to these entities must be requested direct from those funds themselves.

The actuaries of the retirement funds are Alexander Forbes Limited.

9. Auditors

The company's auditors are KPMG, 1 Empire Crescent, Parktown.

10. Share Option Schemes

Copies of the relevant trust deeds.

**SECTION IV:
RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION**

(as required by Section 51(1)(d))

Records are available in accordance with the following current South African legislation (only to the extent that the relevant Act makes disclosure of records compulsory):

- The Occupational Health and Safety Act No. 29 of 1996;
- The Hazardous Substances Act No. 15 of 1973;
- The Health Act No. 63 of 1977;
- The Atmospheric Pollution Prevention Act No. 45 of 1965;
- The Compensation for Occupational Injuries and Disease Act No. 130 of 1993;
- The Stock Exchange Control Act No. 1 of 1985;
- The Value Added Tax Act No. 89 of 1991;
- The Income Tax Act No. 58 of 1962;
- The Companies Act No. 61 of 1973;
- Basic Conditions of Employment Act No. 75 of 1997;
- Employment Equity Act No. 55 of 1998;
- The Labour Relations Act No. 66 of 1985;
- Skills Development Act No. 97 of 1998;
- The Medical Schemes Act No. 131 of 1998;
- The Pension Funds Act No. 24 of 1956;
- Regional Services Councils Act No. 109 of 1985.

SECTION V: DETAIL TO FACILITATE A REQUEST FOR ACCESS TO RECORDS

(as required by Section 51(1)(e))

Any request for access to records should be submitted on the prescribed form C (a copy of which is attached) which should be sent to the Head of Altron whose name and address details appear in Section 1 hereof.

Altron has in its possession the following categories of records on the subject matters referred to hereunder:

CATEGORIES AND RECORD SUBJECTS

ALTRON CORPORATE DIVISION

Chief Executive's office

The Chief Executive's office records comprise the following main categories:

- Administration Records
- Internal Reports and Communications
- Financial Reports

Treasury

The Treasury department provides specialist financial services to the Group. Treasury records comprise the following main categories:

- Treasury dealing and settlement Records
- Departmental Administration Records
- Internal Reports and Communications
- Foreign exchange dealing and settlements
- Group borrowings and banking facilities

Group Tax

Group Tax provides advice to the Group on all aspects of taxation. Group Tax records comprise the following main categories:

- Tax Records
- Corporate, Subject and Country Records
- Administrative Records
- Internal Reports and Communications

Internal Audit

Internal Audit's purpose is to provide the Corporate Offices and Operations held through Altron with independent assurance that risks are being appropriately managed across the Group. Internal Audit records comprise the following categories:

- Risk Management Records
- General Correspondence
- Group Audit Practice Records
- General Administration Records
- Audit Reports and Supporting Working Papers

Accounting

The Accounting department maintains financial and management accounts for the Group and provides back-office activities that support Integrated Treasury and Cash Management. Corporate Account records comprise the following main categories:

- Accounting Records

- Investment Records
- General Correspondence
- Management Reports
- Transactional Records
- VAT Records
- PAYE Records
- Tax Records
- Consolidation Records
- Internal Reports and Communications

Company Secretary

The Altron Group Secretary provides company secretarial services to the Group. Company Secretary records comprise of the following main categories:

- Contracts and Agreements
- Property Records
- Intellectual Property Rights Records (Trademarks, Patents, Registered Designs and Copyright)
- General Correspondence
- Investment Records
- Share Registration Records
- Statutory Records
- Minute Books
- Internal Reports and Communications

Legal Department

The Legal department provides assistance with all corporate legal matters material to the Group. Legal department records comprise the following categories:

- Working Files
- General Correspondence
- Copies of Agreements
- Statutory Records
- Litigation Records
- Legal Records
- Internal Reports and Communications

Information Technology Department (ITD)

ITD is responsible for developing, supporting and providing assurance on the implementation of IT policies, standards and best practice in the Group. ITD records comprise the following main categories:

- General Correspondence
- Contracts and Agreements
- Operational Records
- Maps and Diagrams
- Asset Records
- Policy Records

SECTION VI: ACCESS REQUEST PROCEDURE AND PRESCRIBED FEES

A request for access to records must be made in the prescribed Form C (a copy of which is attached) which should be sent to the address, fax number or electronic mail address.

Please note that an initial, non-refundable request fee of R57,00 (inclusive of VAT) is payable on submission. This fee is not applicable to personal requests, i.e. individual seeking access to records pertaining to those individuals themselves.

In the event that a request for access is successful an access fee will be payable for the search, reproduction and/or preparation of records and will be calculated based on the fee prescribed under the Act. The access fee must be paid prior to access being given to the requested record.

Request for information will be evaluated and the applicant will be notified within 30 days after receipt of the request in the prescribed format of the following:

Notification of extension period (if required)

Applicants must take note that in terms of the Act the 30 days period mentioned above may be extended for a further period of not more than 30 days under certain circumstances (details will be provided together with the notification of such extension);

The access fee and/or deposit

The applicant will be informed of the access fee (if any) which is payable for having access to the records. In addition, a deposit may be requested which is fully refundable in the event that the application is ultimately refused.

Decision on request

The applicant will be informed whether or not the application for access has been denied, or granted. In the event that it is granted the information referred to above pertaining to the access fee, any deposit payable and any other relevant matters will be advised. In the event that the applicant is refused the applicant will be given adequate reasons for the refusal and will be informed that the applicant may lodge an application with a Court against the refusal of the application, as well as the procedure (including the period) for lodging such application.

Grounds for refusal

The Group may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Group may refuse include:

- Protecting personal information that the Group holds about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
- Protecting commercial information that the Group holds about a third party or the Group (for example trade secrets, financial, commercial, scientific or technical information that may harm the commercial or financial interests of the Group or the third party);
- If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- If disclosure of the record would endanger the life or physical safety of an individual;
- If disclosure of the record would prejudice or impair the security of property or means of transport;
- If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- If disclosure of the record would prejudice or impair the protection of the safety of the public;

- The record is privileged from production in legal proceedings, unless the legal privilege has been waived;
- Disclosure of the record (containing trade secrets, financial, commercial, scientific or technical information) would harm the commercial or financial interests of the Group;
- Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- The record is a computer programme; and
- The record contains information about research being carried out or about to be carried out on behalf of a third party of the Group.

Records that cannot be found or do not exist

If the Group has searched for a record and it is believed that the record either does not exist or cannot be found, the applicant will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

Third party information

If access is requested to a record that contains information about a third party, the Group is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied.

In the even of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

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 t
record: _____

2. R e f e r e n c e n u m b e r , i f a v a i l a b l e

3. A n y f u r t h e r p a r t i c u l a r s o
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 of payment for the fee: _____

F. FORM OF ACCESS TO THE 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 the 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 the 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 the 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)	
-------------------------	--	--	--	--	--

<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p>Postage is payable.</p>	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 of 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 _____ 200 _____

Signature of requester/person on whose behalf request is made

Virgin Active South Africa (Proprietary) Limited**(Registration Number 1993/ 005794/07)****THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000.****Section 51(1)(a)**

Business Name: Virgin Active South Africa (Proprietary) Limited

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

Postal Address: PO Box 379, Rondebosch, 7701

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

Contact Person: Anthony Walter

Telephone Number Of Contact Person: 021 - 7108500

Telefax Number Of Contact Person: 021 - 7108599

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

Section 51(1)(b)

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

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

Section 51(1)(c)

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

Section 51(1)(d)

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

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

Section 51(1)(e)

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

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

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

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

- (1)(a) For every photocopy of an A4-size page or
part thereof R1,10
- (b) For every printed copy of an A4-size page or part
thereof held on a computer or in electronic or machine-
readable form R0,75
- (c) For a copy in a computer-readable form on -
 - (i) stiffy disc R7,50
 - (ii) compact disc R70,00
- (d) (i) For a transcription of visual images,
for an A4-size page or part thereof R40,00
- (ii) For a copy of visual images R60,00
- (e) (i) For a transcription of an audio record,
for an A4-size page or part thereof R20,00
- (ii) For a copy of an audio record R30,00
- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of
an hour reasonably required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a
requester.

FORM FOR APPLICATION OF INFORMATION
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

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

C. Particulars of person on whose behalf request is made

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

Full names and surname: _____

Identity number: _____

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

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

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

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

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

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

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

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

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability: _____	Form in which record is required: _____			
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>				
<p>1. If the record is in written or printed form:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;"><input type="checkbox"/> copy of record*</td> <td style="width: 60%; padding: 5px;"><input type="checkbox"/> inspection of record</td> </tr> </table>		<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record	
<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record			
<p>2. If record consists of visual images</p> <p>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> view the images</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> copy of the images*</td> <td style="width: 34%; padding: 5px;"><input type="checkbox"/> transcription of the images*</td> </tr> </table>		<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*		
<p>3. If record consists of recorded words or information which can be reproduced in sound:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;"><input type="checkbox"/> listen to the soundtrack (audio cassette)</td> <td style="width: 60%; padding: 5px;"><input type="checkbox"/> transcription of soundtrack* (written or printed document)</td> </tr> </table>		<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)	
<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)			
<p>4. If record is held on computer or in an electronic or machine-readable form:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> printed copy of record*</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> printed copy of information derived from the record*</td> <td style="width: 34%; padding: 5px;"><input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)</td> </tr> </table>		<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)
<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)		
<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Postage is payable.</td> <td style="width: 15%; padding: 5px; text-align: center;">YES</td> <td style="width: 15%; padding: 5px; text-align: center;">NO</td> </tr> </table>		Postage is payable.	YES	NO
Postage is payable.	YES	NO		

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20____

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO.
2 OF 2000 ("THE ACT")**

FOR PRIVATE BODY

NON FERROUS METAL WORKS (SA) (PTY) LTD	1951/000559/07
ALCUZIN (PTY) LTD	1967/005092/07
HOWICK PLANTATIONS (PTY) LTD	1959/003225/07
ISIPINGO INDUSTRIAL INVESTMENTS (PTY) LTD	1966/004151/07
KLIPPOORTJE PORTION 64 (PTY) LTD	1972/002897/07
MOBENI LAND (PTY) LTD	1971/011877/07
NASSAU BOUNDERNEMERS CC	CK1990/008217/23
NOEVE PROPERTY INVESTMENTS (PTY) LTD	1972/0022872/07
PRIME METAL INDUSTRIES (PTY) LTD	1905/19190/07

1. **INTERPRETATION**

- 1.1 The manual is to assist potential requestor as to the procedure to be followed when requesting access to information/documents from the company as contemplated in terms of the Act.
- 1.2 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.
- 1.3 Any requestor is advised to contact Ralph Paul should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of documents/information from the company.
- 1.4 In this manual, except where the context clearly indicates a contrary intention:
 - 1.4.1 a reference to the singular includes the plural and vice versa, a reference to any particular gender includes the other genders, and the word "person" includes a trust, a company, a close corporation and any other juristic person and a partnership and any other body of person (whether corporate or unincorporate);
 - 1.4.2 any word or expression to which a meaning has been assigned in the Act bears that meaning
 - 1.4.3 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day which is not a business day shall be the deemed to be the next succeeding day which is a business day;
- 1.5 The following expressions shall bear the meaning assigned to them hereunder:
 - 1.5.1 "The Act" shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulation Published ;
 - 1.5.2 "The/this manual" shall mean this manual together with all annexure thereto As available at the offices of Non Ferrous Metal Works SA (Pty) Ltd from time to time;
 - 1.5.3 "SAHRC" shall mean the South African Human Rights Commission ;
 - 1.5.4 "The company" shall mean all as listed on front cover.
 - 1.5.5 "Business day" means any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;
 - 1.5.6 "The formal procedure" means the formal procedure described in clause 4 hereof;
 - 1.5.7 "The informal procedure" means the informal procedure described in clause 3 hereof;
 - 1.5.8 "The information head" means the official of the company duly authorised by the head (as defined in section 1 of the Act) as contemplated in section 1 of the Act;
 - 1.5.9 "Personal requester" means a requester seeking access to a record containing personal information about the requester.
 - 1.5.10 "Record" Means recorded information in the possession or under the control of the company;
 - 1.5.11 "The request liaison officer " means the person appointed by the company to facilitate or assist the information head with any request in terms of the Act.

2. PURPOSE

- 2.1 The purpose of this Manual is to facilitate requests for access to records of the company.
- 2.2 This manual is not exhaustive of, nor does it comprehensively deal with, every procedure provided for in the Act. Requesters are advised to familiarise themselves with the provisions of the Act before making any request to the company in terms of the Act.
- 2.3 Nothing stated in this Manual shall limit, or constitute a waiver of, any rights of the requester or of the company in terms of the Act.
- 2.4 The company makes no representation and gives no undertaking that the information in this Manual or any information provided by the company to a requester thereof is complete or accurate, or that such information is fit for any purpose. All users of any such information shall use such information entirely at their own risk, and the company shall not be liable for any loss, expense, liability or claims, howsoever arising, resulting from any use of this Manual or of any information provided by the company or from any error therein.
- 2.5 All users irrevocably agree to submit exclusively to the laws of the Republic of South Africa in respect of any dispute arising out of the use of this Manual or any information provided by the company.

3. INFORMAL PROCEDURE FOR THE REQUESTING RECORDS AUTOMATICALLY AVAILABLE.

- 3.1 Where the record to be requested:
 - 3.1.1 relates to a single division, factory or other business unit and
 - 3.1.2 access thereto is likely to be given automatically without having to request access thereto in terms of the Act, then, so as to avoid unnecessary delay and in the interests of efficiency, the requester should preferably make his or her request directly to the company unit concerned.
- 3.2 A request described in 3.1 above should preferably be made in the first instance to the company official or employee at the company unit concerned who, reasonably considered, is likely to be the most appropriate source of the record concerned, and likely to be authorised to discuss the subject matter thereof and to grant or arrange the grant of access thereto. Such official or employee will either -
 - 3.2.1 refuse to grant access to that record; or
 - 3.2.2 refer the request to higher authority; or
 - 3.2.3 grant or arrange the grant of access thereto if, upon a consideration of all applicable facts and circumstances, it is appropriate to do so and, if appropriate, subject to such conditions as the company may impose.
- 3.3 Should a requester be dissatisfied with the outcome of his or her request referred to in 3.2 above, then he or she should preferably repeat the request to a company official or employee at the same company unit who is more senior to the company official or employee referred to in 3.2 above and who, reasonably considered, is likely to be the most appropriate person to consider the request and be authorised to discuss the subject thereof and grant or arrange the grant of access thereto.
- 3.4 Should the record concerned not satisfy the criteria set out in 3.1 above or should a requester be dissatisfied with the outcome of his or her request referred to in 3.3 above, then a request for access thereto may be made to the request

liaison officer in accordance with 4.3 below

3.5 Categories of records available without having to request access in terms of the Act.

3.5.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in 4.3 below.

3.5.1.1 personnel records are available to the employee whose files it is;

3.5.1.2 records of disciplinary hearings and related matters are available to the employee subject thereto;

3.5.1.3 the company policies

3.5.2 The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure outlined in 4.3 below:

3.5.2.1 company memorandum and Article of Association;

3.5.2.2 public relations brochure and publications;

3.5.2.3 media releases;

3.5.2.4 company employment equity plan;

3.5.2.5 company skills development plan;

3.6 Informal procedure contact details

3.6.1 For the purposes of the informal procedure, the postal address and phone number of the respective branches, factories and other business units can be obtained from the information head.

4. FORMAL PROCEDURE FOR REQUESTING RECORDS NOT AUTOMATICALLY AVAILABLE.

4.1 The following records are not automatically available without a request therefor in terms of the Act

4.1.1 Personnel Records

These include the following:

- personnel information, employment histories and health records ;
- personal records provided to the company by its personnel;
- records which a third party has provided to the company about any of its personnel;
- training and development;
- conditions of employment and other personnel-related contractual and legal records;
- internal evaluation records; and
- other internal records and correspondence

4.1.2 Customer-related Records

- records which customers have provided to a third party acting for and on behalf of the company;
- records a third party has provided to the company; and

- records generated by or within the company pertaining to customers, including transaction records.

4.1.3. **Supplier-related Records**

These included the following:

- records which customers have provided to a third party acting for and on behalf of the company;
- records a third party has provided to the company; and
- records generated by or within the company pertaining to suppliers, including transactional records.

4.1.4 **Company Records**

These include:

- financial records;
- operational records;
- project Management, including building plans and plant and machinery upgrades;
- functions and catering;
- database;
- patents, registered designs and trademarks;
- technological know-how;
- information technology;
- product records;
- marketing records;
- internal correspondence;
- company secretarial records;
- retirement fund records;
- statutory records;
- statutory compliance records;
- internal policies and procedures;
- treasury-related records;
- securities and equities; and
- records held by officials of the company.

4.1.5 **Other Parties**

Records held by the company relating to other parties, including financial records, correspondence, contractual records, records provided by other parties and records third parties have provided about the company's contractors and suppliers in respect of contractors, suppliers, subsidiary or fellow subsidiary companies, joint venture partners and service providers.

4.2 **Contact Details for Formal Procedure**

4.2.1 The postal and street address, phone and telefax numbers and electronic mail addresses of the information head are as follows:

Mr Ralph Paul
P.O. Box 25, Durban. 4000
288 Balfour Road, Jacobs, 4026
(031) 4682541 (telephone)
(031) 4686934 (telefax)
ralph@nfmho.co.za (e-mail)

4.3 Procedure for Requesting a Record not Automatically Available

- 4.3.1 A request for a record must be made Form C (Request for Access to Record of Private Body) set out in annexure "B" to Government Notice No. R187 dated 15 February 2002 ("the request Form"). On request, the information head will telefax a copy thereof to a prospective requester for this purpose.
- 4.3.2 The requester must provide sufficient detail on the request form to enable the information head to identify the record and the requester and must also indicate which form of access to the record is required. They should also indicate if he or she wishes to be informed of the decision on the request in any other manner (and if so, state that manner and the necessary particulars to be informed), must identify the right that he or she is seeking to exercise or protect an explanation of why the requested record is required for the exercise or protection of that right, and otherwise complete the request form. If a request is made on behalf of another person, the requester must submit proof of the capacity in which he or she is making the request to the satisfaction of the information head.
- 4.3.3 The requester must submit the prescribed form to the information officer at the address, telefax No. or electronic mail address set out in 4.2.1.
- 4.3.4 The following request fees are payable by every requester, other than a personal requester, before the request will be further processed:
- 4.3.4.1 R50.00 (fifty Rand); and
- 4.3.4.2 if the information head is of the opinion that six hours will be exceeded to search, prepare and/or reproduce the record requested, a deposit is payable equal to one third of the access fee which would be payable if the request is granted.
- 4.3.5 The information head shall, as soon as is reasonably possible, but in any event within thirty days after a proper request has been received, decide whether or not to grant the request and notify the requester thereof.
- 4.3.6 If the request of access is granted, the notice referred to in 4.3.5 above will state the access fee to be paid upon access to the record, and the form in which such access shall be given.
- 4.3.7 After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 4.3.8 If the requester for access is refused, the information head will provide adequate reasons for the refusal and the requester may apply to court for appropriate relief.
- 4.3.9 The attention of requesters is drawn to the following:
- 4.3.9.1 in certain circumstances the information head is entitled to extend the period of thirty days referred to in 4.3.5 above in terms of the Act;
- 4.3.9.2 in certain circumstances the information head is obliged to notify a third party of a request for a record to whom or which that record relates, and of the rights of such third party to dispute the decision of the information head;
- 4.3.9.3 in certain circumstances the information head is obliged to refuse a request for access to certain records in terms of the Act;
- 4.3.9.4 in certain circumstances the information head has a discretion to refuse a request for access to a record in terms of the Act;
- 4.3.9.5 the rights of a requester to lodge an internal appeal against certain decisions of the information head and to

apply to court for appropriate relief in respect thereof.

5 RECORDS HELD BY THE COMPANY IN TERMS OF OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51(1)(d) OF THE ACT.

The following records are not automatically available without a request in terms of the Act:

Records are kept in accordance with the following legislation: Income Tax Act, 1962, Value-Added Tax Act, 1991, Compensation for Occupational Injuries and Diseases Act, 1993, Unemployed Insurance Act, 2001, Labour Relations Act, 1995, Basic Conditions of Employment Act, 1997, Employment Equity Act, 1998 and Skills Development Act, 1998.

6. AVAILABILITY OF THIS MANUAL

This Manual is available for public inspection at the registered office of the company (i.e. 288 Balfour Road, Jacobs, KwaZulu Natal) by prior arrangement with the information head or the request liaison officer.

7. HUMAN RIGHTS COMMISSION ASSISTANCE GUIDE

7.1 The Human Rights Commission, whose offices are presently located in Johannesburg, is obliged to compile a guide in terms of section 10 of the Act on how to use the Act and containing information reasonably required by persons wishing to exercise their rights in terms of the Act.

7.2 This guide shall be available from the Human Rights Commission.

8 FEES

8.1 The fee to obtain a copy of this Manual is R1.10 for every photocopy of an A4-size page or part thereof.

8.2 The request fee payable by every requester (other than a personal requester) in terms of the formal procedure is R50,00 (fifty Rand).

8.3 The Access fees for reproduction payable by every requester, are as follows:

- | | | |
|----|--|--------|
| 1. | For every photocopy of an A4-size page or part thereof | R1.10 |
| 2. | For every printed copy of an A4-size page or part thereof
Held on a computer or in electronic or machine-readable
Form | R0.75 |
| 3. | For a copy in a computer-readable form on - | |
| 1. | stiffy disc | R7.50 |
| 2. | compact disc | R70.00 |
| 4. | (1) For a transcription of visual images, for an A4-size
Page or part thereof | R20.00 |
| | (2) For copy of visual images | R60.00 |

- (e) (1) For a transcription of an audio record, for an A4-size Page or part thereof; R20.00
- (2) For a copy of an audio record R30.00
- (f) To search for and prepare the record for disclosure, R30.00 for each part of an hour reasonably required for such search and preparation. The first hour is free.

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

8.5 The above fees are exclusive of value-added tax, which shall in addition be paid by the requester.

SECTION 51 MANUAL FOR
Credit Bureau Association (CBA)

A. INTRODUCTION TO THE CREDIT BUREAU ASSOCIATION

The Credit Bureau Association (CBA) is the industry body for credit bureaux in South Africa. The CBA presently has 7 member bureaux (TransUnion ITC, Experian, KreditInform, MLCB, CPB, Vericred & Compuscan). The role of this association is to ensure that credit bureaux comply with the existing code of conduct as well as protecting consumer rights and addressing consumer complaints.

One of the paramount functions of the CBA is to act as mediator when a consumer or business disputes any information contained in their credit profile.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal Address	: P O Box 41887, Craighall, 2024
Physical Address	: 13 Tudor Park, 61 Hillcrest Avenue, Randburg
Telephone	: +27-11-886-8519
Fax	: +27-11-789-6080
Email	: bri@global.co.za

2. The guide as described in section 10

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

The South African Human Rights Commission:

Postal address:	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by CompuScan

i) Categories of records available without a person having to request access in terms of this Act

The Credit Bureau Association's Code of Conduct and policy directives.

ii) Records that may be requested

Please see 4 i) above.

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- 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. [s 53(2)(d)]

- 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. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. [s 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of the Credit Bureau Association free of charge. Copies are also available at the South African Human Rights Commission (SAHRC) and in the Gazette.

SECTION 51 MANUAL FOR CONSUMER PROFILE BUREAU (CPB)

A. INTRODUCTION TO CPB

Consumer Profile Bureau (CPB) offers Risk Information data that is obtained from many different sources in the public and private sectors. Through our strategic alliances with Experian and other data providers we proudly provide our clients access to a selection of the most comprehensive consumer credit and commercial information databases in Southern Africa.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal Address : P.O. Box 1205 Randfontein 1760
Physical Address : MLCB HOUSE, 61 Park Street Randfontein 1759
Telephone : (011) 412 1650
Fax : (011) 412 1711/2
Email : fred@ml-cb.co.za or louisa@ml-cb.co.za

2. The guide as described in section 10

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

The South African Human Rights Commission:

Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by CPB

i) Categories of records available without a person having to request access in terms of this Act

A person has the right to access his or her credit profile in terms of the code of conduct for credit bureaux. This information includes: name, address, ID number, employer, where and how many times enquiries have been done and the credit history and or status of the individual concerned.

An Administration fee of R25-00 (Excl. VAT) will be payable by an individual to view his or her own credit profile on the MLCB database.

A consumer can contact CPB by calling (011) 412 1650 during office hours and we will fax or post the prescribed "Request Form" to the consumer together with the procedures and costs involved. Once we have received and validated the Forms and we have received confirmation that the prescribed fee has been paid into our bank account, we will process the request.

ii) Records that may be requested.

Please see 4 i) above.

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]

- 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. [s 53(2)(d)]
- 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. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. [s 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of CPB free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, or on our website at www.ml-cb.co.za

SECTION 51 MANUAL FOR**Experian Bureau (Pty) Ltd****A. INTRODUCTION TO EXPERIAN BUREAU (PTY) LTD**

Experian is an information solutions company. It uses the power of information to assist its clients to target prospective customers, manage existing customer relationships and identify opportunities for profitable growth. Experian has headquarters in Nottingham, UK and Orange, California.

Our knowledge lies in the great wealth of information that we maintain about consumers and how they behave, and about markets and how they are changing. Our expertise lies in the skills we have developed to look at information in new ways and to apply it to every aspect of the customer relationship. Our creativity is reflected in the way that we support our clients, developing information solutions that bring them ever closer to their customers.

Experian combines the power of their comprehensive credit history database, scoring expertise and sophisticated software to deliver a truly holistic solution that will effectively target, acquire and manage the most profitable customer base. Our acquisition and behavioural scoring solutions are supported by the most comprehensive software products, designed to maximise profitability at every step throughout the customer lifecycle.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details**

Postal Address	:	P O Box 70224, Bryanston, 2021
Physical Address	:	The Ambridge Office Park, Experian House, Vrede Road, Douglasdale
Telephone	:	(011) 799 3400
Fax	:	(011) 799 3451
Email	:	hschroder@experian.co.za

2. The guide as described in section 10

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

The South African Human Rights Commission:

Postal address:	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by Experian Bureau (Pty) Ltd**i) Categories of records available without a person having to request access in terms of this Act**

A person has the right to access his or her credit profile in terms of the code of conduct for credit bureaux. This information includes: name, address, ID number, employer, where and how many times credit has been applied for, history of payment habits.

A person has the right to access all information on his or her credit profile. This information is as follows:

1. Surname, name, ID, Address history, Occupant history, Telephone history, Employer history
2. Bank defaults
3. Civil judgements
4. Debt defaults
5. Collections records
6. Payment Profile records
7. Subscriber enquiries
8. Credit score

Where charges are applicable, the consumer will be required to deposit a nominal fee (currently R15.00) into the Experian bank account, and fax/present a copy of a stamped and signed deposit slip with the ID document.

Identification is affected in one of two ways:

- a. This can be achieved by the consumer visiting the Experian offices in person and presenting an ID book or,
- b. Faxing a notarised copy of their ID book to Experian

ii) Records that may be requested.

Please see 4 i) above.

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- 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. [s 53(2)(d)]
- 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. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. [s 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of Experian Bureau (Pty) Ltd free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, on the Experian Bureau (Pty) Ltd website www.experian.co.za

SECTION 51 MANUAL FOR MICRO LENDERS CREDIT BUREAU (MLCB)

A. INTRODUCTION TO MLCB

MLCB is a National Credit Bureau that provides up to date risk management data, with profiles of the personal credit behaviours of prospective clients. MLCB has been a leading service and Information provider to the Micro Lending Industry since 1997.

Micro lenders mainly grant "Cash Loans" to individuals that do not have any security to offer and that are normally perceived as "High" Risk individuals. These individuals are also commonly referred to as the so called "un-banked". Due to the fact that *credit profiles* of individuals are mostly generated from the manner in which a individual meets his financial obligations. Information relating to "un-banked" individuals in South African was virtually non-existent.

It is for this reason that MLCB has developed and produced an extensive database, specifically relating to these individuals.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal Address	:	P.O. Box 2225 Randfontein 1760
Physical Address	:	MLCB HOUSE, 61 Park Street Randfontein 1759
Telephone	:	(011) 412 1650
Fax	:	(011) 412 4030
Email	:	fred@ml-cb.co.za or louisa@ml-cb.co.za

2. The guide as described in section 10

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

The South African Human Rights Commission:

Postal address:	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by MLCB

i) Categories of records available without a person having to request access in terms of this Act

A person has the right to access his or her credit profile in terms of the code of conduct for credit bureaux. This information includes: name, address, ID number, employer, where and how many times enquiries have been done and the credit history and or status of the individual concerned.

An Administration fee of R25-00 (Excl. VAT) will be payable by an individual to view his or her own credit profile on the MLCB database.

A consumer can contact MLCB by calling (011) 412 1650 during office hours and we will fax or post the prescribed "Request Form" to the consumer together with the procedures and costs involved. Once we have received and validated the Forms and we have received confirmation that the prescribed fee has been paid into our bank account, we will process the request.

ii) Records that may be requested.

Please see 4 i) above.

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- 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. [s 53(2)(d)]
- 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. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. [s 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of **MLCB** free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, or on our website at www.ml-cb.co.za

**SECTION 51 MANUAL FOR
KREDITINFORM (PTY) LTD**

A. INTRODUCTION TO KREDITINFORM (PTY) LTD

A credit reference or risk agency is a bureau providing information to its subscribers regarding the past credit behaviour or both individuals and business entities. Such agencies or bureaux act as custodians of their subscribers own experiences as well as public information of business entities etc. Subscribers utilize this information resource to assess the risk involved in providing credit facilities to their own customers.

KREDITINFORM (PTY) LTD is South Africa's leading supplier of risk information on business-to-business trading. As a member of the Credit Bureau Association, KreditInform has always maintained an 'open door' policy to all entities in South Africa, providing access to all records on its database when requested.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal Address	:	P O Box 1001, Randburg, Gauteng, 2125
Physical Address	:	Kredit House, 15, Philips Street, Ferndale, 2125
Telephone	:	(011) 777 2700
Fax	:	(011) 886 3834
Email	:	Richards@kredit.co.za
Contact re: this act	:	Richard Stothert

2. The guide as described in section 10

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

The South African Human Rights Commission:

Postal address:	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by KREDITINFORM (PTY) LTD

i) Categories of records available without a person having to request access in terms of this Act

A person has the right to access his or her credit profile in terms of the code of conduct for credit bureaux. This information includes: name, address, ID number, employer, where and how many times credit has been applied for, history of payment habits.

As signatories to the Code of Conduct of the Credit Bureau Association of SA KreditInform will provide access to any individual, who has been properly identified as representing a Business, Partnership and/or a Registered business entity, to the complete record on the business entity including name, address, registered number, date of registration if applicable, any public record data such as judgement for debt, all account trading information if supplied by a KreditInform subscriber, any record of RD cheques and negative payment history. Date of last full investigation by KreditInform, a list of all enquiring subscribers, recorded Bank Code where applicable together with the current score attributed to the entity by KreditInform. In addition, KreditInform will provide explanations on the data and provide advice to the enquiring entity representative. Where needed a copy of the full data on the entity will be made available. KreditInform will investigate any objections to any data held by it on the entity and where necessary will amend inaccuracies.

ii) Records that may be requested.

Please see 4 i) above.

iii) The Request Procedure

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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- 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. [s 53(2)(d)]
- 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. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. [s 22(6)]

5. Other information as may be prescribed

None required to date.

6. Availability of the manual

The manual is available for inspection at the offices of KREDITINFORM (PTY) LTD free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, on the KreditInform website www.kredit.co.za

SECTION 51 MANUAL FOR

TRANSUNION ITC (PTY) LTD

A. INTRODUCTION TO TRANSUNION ITC (PTY) LTD

A credit reference or risk agency is a bureau providing information to its subscribers regarding the past credit behaviour on both individuals and business entities. Such agencies or bureaux act as custodians of their subscribers own experiences as well as public information of consumers, business entities etc. Subscribers utilize this information resource to assess the risk involved in providing credit facilities to their own customers.

TRANSUNION ITC PTY LTD is South Africa's oldest and largest supplier of risk information on consumer-to-business and business-to-business dealings. As a member of the Credit Bureau Association, TransUnion ITC Pty Ltd subscribes to the business ethics prescribed and has always maintained an open and transparent policy to all entities in South Africa, providing access to all profiles on its database when requested. TransUnion ITC is also keenly aware of its social responsibilities towards the South African consumer and has embarked on an educational campaign that aims to educate consumers on the role of credit bureaux in South Africa, the importance of managing your credit and to reaffirm our commitment to the South African economy

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Postal Address	:	P O Box 4522, Johannesburg 2000
Physical Address	:	Wanderers Office Park 52 Corlett Drive, Illovo, Johannesburg
Telephone	:	(011) 214-6000
Fax	:	(011) 214-6555
Email	:	omaroud@transunionitc.co.za
Contact re this act	:	Olga Maroudas

2. The guide as described in section 10

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

The South African Human Rights Commission:

Postal address:	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 484-8300
Fax:	+27 11 484-0582
Website:	www.sahrc.org.za

3. Records available in terms of any other legislation

None.

4. Gaining access to the records held by TRANSUNION ITC (PTY) LTD

i) Categories of records available without a person having to request access in terms of this Act

A person has the right to access his or her credit profile in terms of the Code of Conduct for Credit Bureaux. This information includes: name, address, ID number, employer, where and how many times credit has been applied for, history of payment habits.

As signatories to the Code of Conduct of the Credit Bureau Association of SA TransUnion ITC, will provide access to any individual, who has been properly identified, or as representing a Business, Partnership and/or a Registered business entity, to the complete record on the individual and/or business entity including name, address, telephone numbers, Registration Number, date of registration if applicable, any public record data such as judgement for debt, all account trading information if supplied by a TransUnion ITC subscriber, and negative payment history. Date of last full investigation by TransUnion ITC, a list of all enquiring subscribers, recorded Bank Code where applicable. In addition, TransUnion ITC will provide explanations on the data and provide advice to the enquiring individual and/or entity representative. TransUnion ITC will investigate any disputes to any data held by it on the individual and/or entity and where necessary will amend inaccuracies. These enquiries, for a small fee, can be made personally at our Compu-pay offices, via the Internet on www.transunionitc.co.za or call our Consumer Helpline on: 0861 482 482

ii) Records that may be requested.

Finance Department: General Documentation pertaining to the registration, trademarks, intellectual property, taxation of TransUnion ITC and its subsidiaries.

Agreements held between both debtors and creditors

Database of debtors and creditors

Human Resources: Staff recruitment policies.

Information pertaining to employees – employment contracts, benefits, remuneration, legislation, training schedules

Data Management Division and Information Technology Division:

Procedural manuals.

Data Sources

Legal Department:

Legislation that pertains to Credit Industry and related clients' industries
Agreements between TransUnion ITC and Clients
Training Manuals
Legal Matters

iii) The Request Procedure**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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- 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. [s 53(2)(d)]
- 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. [s 53(2)(f)]

Fees

- 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. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. [s 22(6)]

5. Other Information as may be prescribed

None required to-date.

6. Availability of the manual

The manual is available for inspection at the offices of TRANSUNION ITC (PTY) LTD free of charge. Copies are also available at the South African Human Rights Commission (SAHRC), in the Gazette, on the TransUnion ITC website www.transunionitc.co.za

10th February 2003**GLOBE NAUTILUS HOLDINGS (PTY) LIMITED****SEC 51 MANUAL**

(in respect of the Promotion of Access to Information Act)

51 (a) Details of Company

Globe Nautilus Holdings (Pty) Ltd is a registered South African private company whose liability is Limited.

Physical Location	:	Duncan Road, Port of Cape Town
Registered Address	:	Duncan Road, Port of Cape Town, 8001
Postal Address	:	P O Box 10113, Caledon Square, 7905
Telephone Number	:	(021) 447 2501
Fax Number	:	(021) 447 2518
Information Officer	:	Malcolm Stewart Mc Donald
Co. Registration No	:	1972\007453\07

51 (b) A description of the guide referred to in Section 10

The Human Rights Commissioner will issue a manual to assist users of the act in understanding their rights.

Contact	:	Private Bag 2700, Houghton, 2041
Telephone No	:	(011) 484 8300

51 (c) Latest notice in terms of Section 52 (2)

The company has not submitted to the minister a description of those categories of record automatically available without request.

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51 (d) **A description of the records which are available in accordance with any other legislation**

The company keeps financial records as required by the Companies Act 1974 (as amended). These are subject to Annual Audit from which, in terms of Generally Accepted Accounting Practice, Annual Financial Statements are produced for the shareholders of the company. The company holds certain investments but employs no staff. There are no other acts of parliament that require the release of other records of the company to other select persons. The company does retain records as required, in respect of secretarial matters as well.

51 (e) **Information to facilitate a request for access to company records**

- The request must be made to the Information Officer specified above and at the contact numbers detailed.
- 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 company is a separate legal entity from its Pension Funds as well as from those Fund's administrators, auditors, consultants, actuaries and other advisors/service providers. It utilises independent auditors.
- 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 Information Officer.
- 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.
- The Information Officer will then make a decision whether to grant the request or not and notify the requester in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

BUCCO PROVIDENT BUILDA
(‘the fund’)

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT No. 2, 2000 (‘the Act’)**

The Bucco Provident Builda is a privately administered provident fund registered in terms of the Pension Funds Act, No 24 of 1956 and is a provident fund as defined in terms of the Income Tax Act, No 58, 1962.

1 CONTACT DETAILS

- 1.1 Principal officer of fund : John Leigh
- 1.2 Registered physical address of fund : Suite 12, 10 Pepper Street, Cape Town, 8000
- 1.3 Postal address of fund : PO Box 16254, Vlaeberg, 8018
- 1.4 Fund’s administrator name : Broksure Administrators CC
- 1.5 Administrator’s registered address : Suite 12, 10 Pepper Street, Cape Town, 8000
- 1.6 Administrator’s postal address : PO Box 16254, Vlaeberg, 8018
- 1.7 Administrator’s telephone number : 021 424 1299
- 1.8 Administrator’s fax number : 021 424 2039
- 1.9 Administrator’s e-mail address : broksure@icon.co.za
- 1.10 Administrator contact person : Richard Brenchley
- 1.11 Contact person telephone number : 021 424 1299
- 1.12 Contact person fax number : 021 424 2039
- 1.13 Contact person e-mail address : broksure@icon.co.za
- 1.14 Fund auditor : BDO Spencer Steward (Cape Town) Inc
- 1.15 Fund valuator : Geoffrey London

2 FUND DETAILS

- 2.1 Registered name of fund : Bucco Provident Builda
- 2.2 Registered number with the Financial Services Board (‘FSB’) : 12/8/12079
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services (‘SARS’) : 18/20/4/06851

3 GUIDE

In terms of section 10 of the Promotion of Access to Information Act No. 2 of 2000, the South African Human Rights Commission (‘SAHRC’) is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will be available by no later than August 2003. Any enquiries in this regard should be addressed to the SAHRC as follows :

The South African Human Rights Commission
Research and Development Department
Private Bag 2700, Houghton, 2041
Telephone : 011 484 8300
Fax : 011 484 0582
E-mail address : paia@sahrc.org.za
Website : <http://sahrc.org.za>

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

- 4.1.1** the registered rules (including amendments) of the fund
- 4.1.2** the latest financial statements and statistical returns of the fund
- 4.1.3** the latest valuation report from the fund's actuary or exemption certificate from the fund's valuator
- 4.1.4** the documents or reports, if any, prepared in terms of section 16, section 17 or section 18 of the Pension Funds Act.

Note : In terms of section 22 of the pension Funds Act, any person (on payment of the prescribed fee) may inspect and make a copy thereof or take an extract thereof, at the office of the Registrar of Pension Funds, any record of the fund referred to in 4.1 above. The Registrar of Pension Funds may be contacted as follows :

Physical address : 466 Rigel Avenue South, Erasmusrand, Pretoria
Telephone : 012 428 8000
Fax : 012 347 0221
Website : <http://www.fsb.co.za>

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

- rules and rules amendments
- FSB certificates of registration
- FSB certificates of name changes
- SARS letter of approval
- trustee register
- fund minute book and minutes
- fidelity guarantee insurance policy
- professional indemnity insurance policy
- adjudicator correspondence, if any
- participating employer details
- valuation certificates

4.2.2 Member records

- membership application forms
- membership nomination forms

- . contribution records
- . member benefit statements
- . member withdrawal values
- . member share of fund values
- . member underwritten risk benefits ie group life assurance and income insurance
- . S14 transfer application documentation, if any
- . inter fund transfer documentation, if any
- . housing loans records, if any
- . claims records
- . disability claimant records, if any
- . investment records
- . correspondence with the FSB

4.2.3 Financial records

- . bank statements
- . cashbooks records and reconciliations thereof
- . general ledgers
- . trial balances
- . audited financial statements and statistical records submitted to the FSB

4.2.4 Contractual records

- . administration agreement with the fund's administrator
- . engagement letter with the fund's external auditor

5 AVAILABILITY OF MANUAL

In terms of regulation 9(1) of the regulations to the Act, the principal officer must make available a copy of the manual to :

- . the SAHRC
- . the controlling body of the fund – the FSB
- . publish the manual in the Government Gazette
- . make the manual available on a website (no website is available)

The principal officer must make available this manual during office hours and may not charge a fee for such inspection.

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BROKSURE PROVIDENT BUILDA
(‘the fund’)

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT No. 2, 2000 (‘the Act’)**

The Broksure Provident Builda is a privately administered provident fund registered in terms of the Pension Funds Act, No 24 of 1956 and is a provident fund as defined in terms of the Income Tax Act, No 58 1962.

1 CONTACT DETAILS

- 1.1 Principal officer of fund : John Leigh
- 1.2 Registered physical address of fund : Suite 12, 10 Pepper Street, Cape Town, 8000
- 1.3 Postal address of fund : PO Box 16254, Vlaeberg, 8018
- 1.4 Fund’s administrator name : Broksure Administrators CC
- 1.5 Administrator’s registered address : Suite 12, 10 Pepper Street, Cape Town, 8000
- 1.6 Administrator’s postal address : PO Box 16254, Vlaeberg, 8018
- 1.7 Administrator’s telephone number : 021 424 1299
- 1.8 Administrator’s fax number : 021 424 2039
- 1.9 Administrator’s e-mail address : broksure@icon.co.za
- 1.10 Administrator contact person : Richard Brenchley
- 1.11 Contact person telephone number : 021 424 1299
- 1.12 Contact person fax number : 021 424 2039
- 1.13 Contact person e-mail address : broksure@icon.co.za
- 1.14 Fund auditor : BDO Spencer Steward (Cape Town) Inc
- 1.15 Fund valuator : Geoffrey London

2 FUND DETAILS

- 2.1 Registered name of fund : Broksure Provident Builda
- 2.2 Registered number with the Financial Services Board (‘FSB’) : 12/8/28116
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services (‘SARS’) : 18/20/4/31781

3 GUIDE

In terms of section 10 of the Promotion of Access to Information Act No. 2 of 2000, the South African Human Rights Commission (‘SAHRC’) is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will be available by no later than August 2003. Any enquiries in this regard should be addressed to the SAHRC as follows :

**The South African Human Rights Commission
Research and Development Department
Private Bag 2700, Houghton, 2041
Telephone : 011 484 8300
Fax : 011 484 0582
E-mail address : paia@sahrc.org.za
Website : <http://sahrc.org.za>**

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

- 4.1.1 the registered rules (including amendments) of the fund**
- 4.1.2 the latest financial statements and statistical returns of the fund**
- 4.1.3 the latest valuation report from the fund's actuary or exemption certificate from the fund's valuator**
- 4.1.4 the documents or reports, if any, prepared in terms of section 16, section 17 or section 18 of the Pension Funds Act.**

Note : In terms of section 22 of the pension Funds Act, any person (on payment of the prescribed fee) may inspect and make a copy thereof or take an extract thereof, at the office of the Registrar of Pension Funds, any record of the fund referred to in 4.1 above. The Registrar of Pension Funds may be contacted as follows :

**Physical address : 466 Rigel Avenue South, Erasmusrand, Pretoria
Telephone : 012 428 8000
Fax : 012 347 0221
Website : <http://www.fsb.co.za>**

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

- . rules and rules amendments**
- . FSB certificates of registration**
- . FSB certificates of name changes**
- . SARS letter of approval**
- . trustee register**
- . fund minute book and minutes**
- . fidelity guarantee insurance policy**
- . professional indemnity insurance policy**
- . adjudicator correspondence, if any**
- . participating employer details**
- . valuation certificates**

4.2.2 Member records

- . membership application forms**
- . membership nomination forms**

- membership nomination forms
- contribution records
- member benefit statements
- member withdrawal values
- member share of fund values
- member underwritten risk benefits ie group life assurance and income insurance
- S14 transfer application documentation, if any
- inter fund transfer documentation, if any
- housing loans records, if any
- claims records
- disability claimant records, if any
- investment records
- correspondence with the FSB

4.2.3 Financial records

- bank statements
- cashbooks records and reconciliations thereof
- general ledgers
- trial balances
- audited financial statements and statistical records submitted to the FSB

4.2.4 Contractual records

- administration agreement with the fund's administrator
- engagement letter with the fund's external auditor

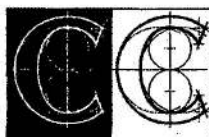
5 AVAILABILITY OF MANUAL

In terms of regulation 9(1) of the regulations to the Act, the principal officer must make available a copy of the manual to :

- the SAHRC
- the controlling body of the fund – the FSB
- publish the manual in the Government Gazette
- make the manual available on a website (no website is available)

The principal officer must make available this manual during office hours and may not charge a fee for such inspection.

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CELEBRITY CONSULTING CC

MANUAL

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000 ("the Act")

1. Part I: Particulars of the Private Body - Section 51(1)(a)

Name of business	Celebrity Consulting CC
Contact Person	Mark Holloway
Postal Address	PO Box 70757, The Willows, Pretoria
Street Address	18 Willow Mews, Janine Avenue, The Willows, PRETORIA
Telephone Number	012-8072159
Fax Number	012-8072159
E-mail Address	celebrity@mweb.co.za
Details of Contact Person	Fax No 012-8072159; Tel. No. 012-8072159 Cell No.0828708742

INTRODUCTION TO CELEBRITY CONSULTING.

Based in Pretoria, Celebrity Consulting CC is a precision mechanical design company with experience in the opto-mechanical design field. *Celebrity Consulting CC* is quality driven mechanical design, integration and commissioning concern that provides an execution/implementation function to the R&D and specialised optics solution environment. The concern uses the extensive resource knowledge base and hands-on experience to bring applied solutions to the R&D, particularly optics, industry.

2. Part II: Description and Access to the Guide - Section 51(1)(b)

The Section 10 Guide on how to use the Act. This guide will be available from the S.A. Human Rights Commission by no later than August 2003. In the interim direct enquiries to:-

The S.A. Human Rights Commission

PAIA Unit

The Research and Documentation Department, Postal Address : Private Bag 2700, Houghton, 2041

Tel. (011)484-8300, Fax.(011)484-0258

Website www.sahrc.org.za; E-Mail: paia@sahrc.org.za

3. Part III: Voluntary Disclosure and Automatic Availability of Certain Records - Section 51(1)(c)

No section 52(2) notice has yet been published by the Minister.

4. Part IV: Records available in accordance with any other legislation -Section 51(1)(d)

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

(a) Occupational Health and Safety Act - 85 of 1993	(l) Protected Disclosure - Act 26 of 2000
(b) Compensation for Occupational Injuries and Diseases - Act 130 of 1993	(m) Electronic Communications and Transmissions - Act 25 of 2002
(c) Labour Relations - Act 66 of 1995	(n) Insolvency Act - Act 24 of 1936
(d) Income Tax - Act 58 of 1962	(o) Promotion of Access to Information - Act 2 of 2002
(e) Value-Added Tax - Act 89 of 1991	(p) Administration of Estates - Act 66 of 1965
(f) Employment Equity - Act 55 of 1998	(q) Arbitration Act - Act 42 of 1965
(g) Unemployment Insurance - Act 30 of 1966	(r) Consumer Affairs - Act 71 of 1988
(h) Skills Development Levies - Act 9 of 1999	(s) Credit Agreements - Act 75 of 1980
(i) Basic Conditions of Employment - Act 75 of 1997	(t) Insurance Act - Act 27 of 1943
	(u) Post Office Act - Act 44 of 1958

**Manual-Promotion of Access to Information****CELEBRITY CONSULTING CC**

(j) Companies Act - Act 61 of 1973
(k) Skills Development - Act 97 of 1998

(v) Stamp Duties Act - Act 77 of 1968
(w) Attorneys Act - 53 of 1979

5.Part V: Access to Information - Section 51(1)(e)**5.1. Methods of Access to Manual**

- Published in Government Gazette
- A copy to be made available to the Human Rights Commission
- This manual is available for inspection at the offices of Celebrity Consulting CC free of charge
- Copies of the manual may be obtained, subject to the payment of the prescribed fee at the offices of Celebrity Consulting CC.
- 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 [S53(l)]
- 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 for inform the requester and state the necessary particulars to be so informed. [S53(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 (S53(2)(d)).J
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [S53(2)(f)]

5.2 Description of Records**(a) Commercial and Legal**

- Contracts and Agreements
- Company Confidential Information
- Meeting Minutes
- Insurance
- Resolutions - Members
- Correspondence
- Close Corporation documentation

(b) Financial

- Financial Year-end Results
- Financial Analysis and Reports
- Budgets
- Tax and Levies

(c) Human Resources

- Contracts and Agreements

(d) Other

- Advertising
- Contracts with Suppliers
- Operational Information
- Client files and Client information (privileged)
- Correspondence, e-mails, and backup

(e) Health and Safety

- Accidents and Incident Reports

6. Fees.

Every requester, who is not a personal requester, must pay the prescribed fees.

- The fee that the requester must pay to a private body is R50.00.
- 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)]

7. Other information as may be prescribed [Section 51(1)(f)]

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

J R WINSON TRADING AND INVESTMENTS (PTY) LTD

Reg No 1991/007093/07

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000
("the Act")****PART I****(INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT)**

Name of body: J R WINSON TRADING AND INVESTMENTS
(PTY) LTD

Head of body: J R WINSON

Address: 20 PITCHFORD ROAD
JOHANNESBURG

Postal Address: 20 PITCHFORD ROAD
JOHANNESBURG 2195

Telephone No: 011 476 6852

Fax No: 011 476 6852

PART II**(INFORMATION REQUIRED UNDER SECTION 51(1)(b) OF THE ACT)**

Section 51 (1)(b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

PART III**(COPY OF NOTICE, IF ANY, REQUIRED UNDER SECTION 51(1)(c) OF THE
ACT)**

Not applicable

PART IV**(INFORMATION REQUIRED UNDER SECTION 51(1)(d) OF THE ACT)****Records are kept in accordance with the following legislation:**

Income Tax Act 1962

Companies Act 1973

Note: Currently this private body does not have any employees and is not engaged in any trading operations

PART V**(INFORMATION REQUIRED UNDER SECTION 51(1)(e) OF THE ACT)****Operational Information**

This information can be defined as information needed in the operation of the private body and is generally of little or no use to persons outside the private body.

Communications

Correspondence to and from persons within and without the private body since incorporation.

PART VI**THE REQUEST PROCEDURES****Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address or fax number 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 he or she wishes to be informed in any other manner and state the necessary particulars required to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the

head of the private body.

- Access to certain records may be refused on the grounds set out in the Act.

Fees:

- 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. A personal requester does not pay such a fee.
- The fee that the requester must pay to a private body is R50. The requester may make an application to the court against the tender or payment of the request fee.
- The head of the private body will make the decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

PART VII
AVAILABILITY OF THE MANUAL

The manual is available for inspection at the office of this private body free of charge, furthermore it will be available at the offices of the South African Human Rights Commission (SAHRC).

PART VIII
PRESCRIBED FORMS AND FEE STRUCTURE

The forms and fee structure prescribed under the Act are available at the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za) under "regulations".

SUN-RAY PRESERVATION PROVIDENT FUND (The FUND)**MANUAL PREPARED IN TERMS OF SECTION 51
OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000
("the Act") FOR ASSISTANCE IN REQUESTING
INFORMATION FROM THE FUND**

The **SUN-RAY PRESERVATION PROVIDENT FUND** is a preservation provident fund 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:	J R WINSON
2.	The Financial Services Board PF Number of the Fund is:	36276/R
3.	The registered address of the Fund is:	20 PITCHFORD ROAD NORTHCLIFF JOHANNESBURG 2195
4.	The postal address of the Fund is:	AS ABOVE
5.	The contact telephone number for the Fund is:	011 4766852
6.	The contact facsimile number for the Fund is:	0114766852

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the Act to assist people to exercise their rights under the Act. This guide is expected to be available by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission**PAIA UNIT****The Research and Development Department**

Address: Private Bag 2700, Houghton 2041

Telephone: (011) 484-8300

Facsimile: (011) 484-0582

E-mail: Paia@sahrc.org.za

Website: <http://www.sahrc.org.za>

C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 OF 1956
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- (a) The following records of the Fund are required to be available on demand by a **member** 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) Where applicable the following records are available 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;
- (c) Note – in terms of section 22 of the Pension Funds Act, **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 of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contact at:

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

Website: **<http://www.fsb.co.za>**

D. DESCRIPTION OF RECORDS HELD BY FUND**RECORDS**

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and attendance register
- Documents relevant to the operation of the Fund including contracts, service level agreements, financial records and details of trustees

Note: As yet this fund has not taken on any members. It therefor has no member records

**D. REQUEST PROCEDURES: 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 employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester 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 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 Fund.
- The head of the Fund 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 requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.

- 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.
- The forms and fee structure are available on the following websites:

South African Human Right Commission www.sahrc.org.za

or

**Department of Justice and Constitutional Development www.doj.gov.za
(under “regulations”).**

F. 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). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

SUN-RAY PRESERVATION PENSION FUND (The FUND)**MANUAL PREPARED IN TERMS OF SECTION 51
OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000
("the Act") FOR ASSISTANCE IN REQUESTING
INFORMATION FROM THE FUND**

The **SUN-RAY PRESERVATION PENSION FUND** is a preservation pension fund 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:	J R WINSON
2.	The Financial Services Board PF Number of the Fund is:	36274/R
3.	The registered address of the Fund is:	20 PITCHFORD ROAD NORTHCLIFF JOHANNESBURG 2195
4.	The postal address of the Fund is:	AS ABOVE
5.	The contact telephone number for the Fund is:	011 4766852
6.	The contact facsimile number for the Fund is:	0114766852

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the Act to assist people to exercise their rights under the Act. This guide is expected to be available by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: **Private Bag 2700, Houghton 2041**

Telephone: **(011) 484-8300**

Facsimile: **(011) 484-0582**

E-mail: **Paia@sahrc.org.za**

Website: **http://www.sahrc.org.za**

<p style="text-align: center;">C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 OF 1956</p>

- (a) The following records of the Fund are required to be available on demand by a member 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) Where applicable the following records are available 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;
- (c) Note – in terms of section 22 of the Pension Funds Act, 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 of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contact at:

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

Website: **<http://www.fsb.co.za>**

D. DESCRIPTION OF RECORDS HELD BY FUND**RECORDS**

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and attendance register
- Documents relevant to the operation of the Fund including contracts, service level agreements, financial records and details of trustees

Note: As yet this fund has not taken on any members. It therefore has no member records

**D. REQUEST PROCEDURES: 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 employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester 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 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 Fund.
- The head of the Fund 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 requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.

- 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.
- The forms and fee structure are available on the following websites:

South African Human Right Commission www.sahrc.org.za

or

**Department of Justice and Constitutional Development www.doj.gov.za
(under “regulations”).**

F. 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). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

Konsep-handleiding in terme van die Wet op die Bevordering van Toegang tot Inligting, 2000**BELANGRIKE KENNISGEWING:**

Hierdie dokument is saamgestel vir gebruik deur lede van die Prokureursorde van die Noordelike Provinsies. Dit is slegs 'n riglyn en lede moet die inhoud daarvan aanpas soos dit toepassing vind in hul praktyke.

WILLEM COETZEE INGELYF

**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN
DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING,
NO. 2 VAN 2000**

INDEKS**BLADSY**

1.	Inleiding	1
2.	Kontakbesonderhede	2
3.	Riglyn in terme van Artikel 10 van die Wet	2
4.	Kennisgewing(s) in terme van Artikel 52(2) van die Wet	2
5.	Inligting / dokumente beskikbaar ingevolge ander wetgewing	2
6.	Inligting / dokumente gehou deur WILLEM COETZEE INGELYF in terme van die Wet	3
7.	Ander inligting	4
8.	Beskikbaarheid van die Handleiding	4

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende besoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van WILLEM COETZEE INGELYF versoek word in terme van die Wet.

Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word.

'n Versoeker kan Mnr. W.A.L. Coetzee kontak indien by / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van WILLEM COETZEE INGELYF.

Woorde gebruik in die handleiding se betekenis is soos volg:

"die Wet" beteken die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;

"die handleiding" beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van WILLEM COETZEE INGELYF;

"WILLEM COETZEE INGELYF" beteken WILLEM COETZEE INGELYF Prokureurs, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede / organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie.

"Inligtingsbeampte" die senior vennoot van WILLEM COETZEE INGELYF is aangewys as die Inligtingsbeampte van WILLEM COETZEE INGELYF, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

2. **KONTAKBESONDERHEDE (Artikel 51(1)(a) van die Wet)**

Naam van liggaam:	WILLEM COETZEE INGELYF
Vennoot en Inligtingsbeampte:	Mnr. W.A.L. Coetzee
Adres:	Lombard Straat 62, Potchefstroom
Posadres:	Posbus 1120, Potchefstroom, 2520
Telefoon:	[018] 297 7313
Faks:	[018] 297 8564
E-pos:	wcoetze@iafrica.com
Webblad:	www.willemcoetzee.co.za

3. **GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b) van die Wet)**

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:
PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

Telefoon:	+27 11 484 8300
Faks:	+27 11 484 0582/1360
Webblad:	www.sahrc.org.za
E-pos:	PAIA@sahrc.org.za

4. **KENNISGEWING(S) IN TERME VAN ARTIKEL 52(2) VAN DIE WET (Artikel 51(1)(c) van die Wet)**

Op hierdie stadium is geen kennisgewing(s) gepubliseer nie.

5. **INLIGTING / DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)**

WILLEM COETZEE INGELYF hou inligting / dokumente ingevolge die volgende, wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- *Employment Equity Act*, No. 55 van 1998 (Artikel 26)
- *Skills Development Act*, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- *Skills Development Levies Act*, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

Die bogemelde rekords, insoverre dit van 'n publieke aard is, is outomaties beskikbaar sonder dat 'n persoon toegang daartoe hoef te versoek in terme van die Wet en Boos verlang in Artikel 52.

6. INLIGTING / DOKUMENTE GEHOU DEUR WILLEM COETZEE INGELYF IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

WILLEM COETZEE INGELYF hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van WILLEM COETZEE INGELYF
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van. ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- WILLEM COETZEE INGELYF Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfonds

Die WILLEM COETZEE INGELYF webblad (www.willemcoetzee.co.za), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van WILLEM COETZEE INGELYF, kontakbesonderhede, dienste gelewer en deskundigheid sowel as professionele werknemers.

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur WILLEM COETZEE INGELYF gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

7. ANDER INLIGTING (Artikel 51(1)(f) van die Wet)

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie.

8. BESIKBAARHEID VAN DIE HANDLEIDING (Artikel 51(3) van die Wet)

8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van WILLEM COETZEE INGELYF;

8.2 Afskrifte van die handleiding kan verkry word by die kantore van WILLEM COETZEE INGELYF, onderhewig aan betaling van die voorgeskrewe fooi;

8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en WILLEM COETZEE INGELYF (www.willemcoetzee.co.za) en sal ook gepubliseer word in die Staatskoerant.

8.4 Dit handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

Konsep-handleiding in terme van die Wet op die Bevordering van Toegang tot Inligting, 2000**BELANGRIKE KENNISGEWING:**

Hierdie dokument is saamgestel vir gebruik deur lede van die Prokureursorde van die Noordelike Provinsies. Dit is slegs 'n riglyn en lede moet die inhoud daarvan aanpas soos dit toepassing vind in hul praktyke.

GERRIT COETZEE PROKUREURS

**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN
DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING,
NO. 2 VAN 2000**

INDEKS	BLADSY
1. Inleiding	1
2. Kontakbesonderhede	2
3. Riglyn in terme van Artikel 10 van die Wet	2
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet	2
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing	2
6. Inligting / dokumente gehou deur GERRIT COETZEE PROKUREURS in terme van die Wet	3
7. Ander inligting	4
8. Besikbaarheid van die Handleiding	4

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende besoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van GERRIT COETZEE PROKUREURS versoek word in terme van die Wet.

Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word.

'n Versoeker kan Mnr. G.J.S. Coetzee kontak indien by / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van GERRIT COETZEE PROKUREURS.

Woorde gebruik in die handleiding se betekenis is soos volg:

"die Wet" beteken die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;

"die handleiding" beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van GERRIT COETZEE PROKUREURS;

"GERRIT COETZEE PROKUREURS" beteken GERRIT COETZEE PROKUREURS Prokureurs, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede / organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie.

"Inligtingsbeampte" die senior vennoot van GERRIT COETZEE PROKUREURS is aangewys as die Inligtingsbeampte van GERRIT COETZEE PROKUREURS, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

2. KONTAKBESONDERHEDE (Artikel 51(1)(a) van die Wet)

Naam van liggaam:	GERRIT COETZEE PROKUREURS
Vennoot en Inligtingsbeampte:	Mnr. G.J.S. Coetzee
Adres:	Lombard Straat 62, Potchefstroom
Posadres:	Posbus 69, Potchefstroom, 2520
Telefoon:	[018] 297 1310
Faks:	[018] 293 0663
E-pos:	gcprok@intekom.co.za
Webblad:	N.V.T.

3. GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b) van die Wet)

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

Telefoon:	+27 11 484 8300
Faks:	+27 11 484 0582/1360
Webblad:	www.sahrc.org.za
E-pos:	PAIA@sahrc.org.za

4. KENNISGEWING(S) IN TERME VAN ARTIKEL 52(2) VAN DIE WET (Artikel 51(1)(c) van die Wet)

Op hierdie stadium is geen kennisgewing(s) gepubliseer nie.

5. INLIGTING / DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

GERRIT COETZEE PROKUREURS hou inligting / dokumente ingevolge die volgende, wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- *Employment Equity Act*, No. 55 van 1998 (Artikel 26)
- *Skills Development Act*, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- *Skills Development Levies Act*, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

Die bogemelde rekords, insoverre dit van 'n publieke aard is, is outomaties beskikbaar sonder dat 'n persoon toegang daartoe hoef te versoek in terme van die Wet en Boos verlang in Artikel 52.

6. INLIGTING / DOKUMENTE GEHOU DEUR GERRIT COETZEE PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

GERRIT COETZEE PROKUREURS hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van GERRIT COETZEE PROKUREURS
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van. ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- GERRIT COETZEE PROKUREURS Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfonds

Die GERRIT COETZEE PROKUREURS webblad (N.V.T.), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van GERRIT COETZEE PROKUREURS, kontakbesonderhede, dienste gelewer en deskundigheid sowel as professionele werknemers.

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalinge van die Wet. Geen inligting wat deur GERRIT COETZEE PROKUREURS gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalinge van die Wet nie.

'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

7. **ANDER INLIGTING (Artikel 51(1)(f) van die Wet)**

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie.

8. **BESKIKBAARHEID VAN DIE HANDLEIDING (Artikel 51(3) van die Wet)**

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van GERRIT COETZEE PROKUREURS;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van GERRIT COETZEE PROKUREURS, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en GERRIT COETZEE PROKUREURS (N.V.T.) en sal ook gepubliseer word in die Staatskoerant.
- 8.4 Dit handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

Konsep-handleiding in terme van die Wet op die Bevordering van Toegang tot Inligting, 2000**BELANGRIKE KENNISGEWING:**

Hierdie dokument is saamgestel vir gebruik deur lede van die Prokureursorde van die Noordelike Provinsies. Dit is slegs 'n riglyn en lede moet die inhoud daarvan aanpas soos dit toepassing vind in hul praktyke.

COETZEE PROKUREURS

**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN
DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING,
NO. 2 VAN 2000**

INDEKS	BLADSY
1. Inleiding	1
2. Kontakbesonderhede	2
3. Riglyn in terme van Artikel 10 van die Wet	2
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet	2
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing	2
6. Inligting / dokumente gehou deur COETZEE PROKUREURS in terme van die Wet	3
7. Ander inligting	4
8. Besikbaarheid van die Handleiding	4
1. INLEIDING	

Die doel van die handleiding is om bystand te verleen aan voornemende besoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van COETZEE PROKUREURS versoek word in terme van die Wet.

Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word.

'n Versoeker kan Me. S. Enslin kontak indien by / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van COETZEE PROKUREURS.

Woorde gebruik in die handleiding se betekenis is soos volg:

"die Wet" beteken die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;

"die handleiding" beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van COETZEE PROKUREURS;

"COETZEE PROKUREURS" beteken COETZEE PROKUREURS Prokureurs, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenvoordiging aan individuele kliënte en besighede / organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie.

"Inligtingsbeampte" die senior vennoot van COETZEE PROKUREURS is aangewys as die Inligtingsbeampte van COETZEE PROKUREURS, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

2. **KONTAKBESONDERHEDE (Artikel 51(1)(a) van die Wet)**

Naam van liggaam: COETZEE PROKUREURS
Vennoot en Inligtingsbeampte: Me. S. Enslin
Adres: Lombard Straat 62, Potchefstroom
Posadres: Posbus 1911, Potchefstroom, 2520
Telefoon: [018] 297 7311
Faks: [018] 297 8564 / [018] 293 0663
E-pos: coetzeeprok@mweb.co.za
Webblad: N.V.T.

3. **GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b) van die Wet)**

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:
PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

Telefoon: +27 11 484 8300
Faks: +27 11 484 0582/1360
Webblad: www.sahrc.org.za
E-pos: PAIA@sahrc.org.za

4. **KENNISGEWING(S) IN TERME VAN ARTIKEL 52(2) VAN DIE WET (Artikel 51(1)(c) van die Wet)**

Op hierdie stadium is geen kennisgewing(s) gepubliseer nie.

5. **INLIGTING / DOKUMENTE BESIKBAAR INGEVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)**

COETZEE PROKUREURS hou inligting / dokumente ingevolge die volgende, wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- *Employment Equity Act*, No. 55 van 1998 (Artikel 26)
- *Skills Development Act*, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- *Skills Development Levies Act*, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

Die bogemelde rekords, insoverre dit van 'n publieke aard is, is outomaties beskikbaar sonder dat 'n persoon toegang daartoe hoef te versoek in terme van die Wet en Boos verlang in Artikel 52.

6. **INLIGTING / DOKUMENTE GEHOU DEUR COETZEE PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)**

COETZEE PROKUREURS hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van COETZEE PROKUREURS
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van. ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- COETZEE PROKUREURS Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfonds

Die COETZEE PROKUREURS webblad (N.V.T.), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van COETZEE PROKUREURS, kontakbesonderhede, dienste gelewer en deskundigheid sowel as professionele werknemers.

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur COETZEE PROKUREURS gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

7. ANDER INLIGTING (Artikel 51(1)(f) van die Wet)

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie.

8. BESKIKBAARHEID VAN DIE HANDLEIDING (Artikel 51(3) van die Wet)

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van COETZEE PROKUREURS;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van COETZEE PROKUREURS, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en COETZEE PROKUREURS (N.V.T.) en sal ook gepubliseer word in die Staatskoerant.
- 8.4 Dit handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulations").

WILSON BAYLY HOLMES - OVCON LIMITED WBHO CONSTRUCTION (PROPRIETARY) LIMITED

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 ("the Act")

We acknowledge the assistance of the South African Human Rights Commission in the preparation of this manual

PART I (Information required under section 51(1)(a) of the Act)

Name of body: Wilson Bayly Holmes – Ovcon Limited, and its 100% held subsidiary, WBHO Construction (Pty) Ltd
Head of body: Mr M S Wylie, Executive Chairman
Requests for information: The Company Secretary
Address: 53 Andries Street, Wynberg, Sandton
Postal Address: P O Box 531, Bergville, 2012
Telephone No. (011) 321 7200
Fax No. (011) 887 4364
e-mail: wbhoho@wbho.co.za
Website: wbho.co.za

PART II (Information required under section 51(1)(b) of the Act)

Section 51(1)(b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available. Reference should be made to the information published or to be published by the Human Rights Commission. Website: www.sahrc.org.za

PART III (Copy of notice, if any, required under section 51(1)(c) of the Act) Not applicable

PART IV (Information required under section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

Administration of Estates Act, No. 66 of 1965	Arbitration Act No. 42 of 1965
Basic Conditions of Employment No. 75 of 1997	Companies Act No. 61 of 1973
Compensation for Occupational Injuries & Diseases Act No. 130 of 1993	Copyright Act No. 98 of 1978
Credit Agreements Act No. 75 of 1980	Currency and Exchanges Act No. 9 of 1933
Employment Equity Act No. 55 of 1998	Finance Act No. 35 of 2000
Financial Services Board Act No. 97 of 1990	Financial Relations Act No. 65 of 1976
Harmful Business Practices Act No. 23 of 1999	Income Tax Act No. 95 of 1967
Insolvency Act No. 24 of 1936	Insurance Act No. 27 of 1943
Intellectual Property Laws Amendments Act No. 38 of 1997	Labour Relations Act No. 66 of 1995
Medical Schemes Act No. 131 of 1998	Occupational Health & Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956	Regional Services Councils Act No. 109 of 1985
SA Reserve Bank Act No. 90 of 1989	Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998	Stamp Duties Act No. 77 of 1968
Stock Exchange Control Act No. 1 of 1985	Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001	Value Added Tax Act No. 89 of 1991.

PART V (Information required under section 51(1)(e) of the Act)

A - Web Page

The Company's Web Page (www.wbho.co.za) is accessible to anyone who has access to the internet.
The Company's Web Page has the following categories:
Senior management of the company
Divisional structure of the company
Recent financial results information
Details of contracts completed by the company

B - Library

The Company's library consists of a collection of works on various construction related topics as well as an archive of photographs of contracts completed by the Company and its subsidiaries. Persons wishing to make use of the facilities may do so but access is strictly by appointment only. Any costs that are incurred will be for the account of the user.

C - Other Records - Operational Information

This information can be defined as information needed in the day to day running of the organisation and is generally of little to no use to persons outside the organisation. (Examples of such information are: requisitions, internal phone lists, address lists, company policies, directives, contracts, employee records and general "house keeping" information).

PART VI Fees for records of private body **REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

The fees and schedule is as per the schedules to the ACT
The forms included in the schedules to the ACT may be used

SIYAKHA PROJECT (ASSOCIATION INCORPORATED UNDER SECTION 21)

(Registration Number 1992/000015/08)

(the "COMPANY")

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Compiled by the Legal Department
January 2003

With acknowledgements to:

1. The South African Human Rights Commission
2. The Department of Justice and Constitutional Development

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2.	Contact Details	1
3.	The ACT	1
4.	Company Records Classification Key	4
5.	Summary: Records availability	5
6.	Form of Request	6
7.	*Prescribed Forms	6
8.	*Prescribed Fees	6

1. INTRODUCTION

The COMPANY conducts business as developer of RDP housing under a loan granted by DaimlerChrysler South Africa (Pty) Ltd., primarily for DCSA employees.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

The Treasury Department	
Postal address	PO Box 1717 Pretoria 0001
Street address	Wierda Road (R576/M10 West) Zwartkop
Telephone numbers	(012) 677-1529
Fax numbers	(012) 677-1630
Electronic Mail Address	rita.van_dyk@daimlerchrysler.com

3. THE ACT

- 3.1 The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 7 and 8.
- 3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-484 8300

Fax Number: +27-11-484 0582

Website www.sahrc.org.za

4. **COMPANY RECORD CLASSIFICATION KEY**

<u>Classification No.</u>	<u>Access</u>	<u>Classification</u>
1	May be Disclosed	Public Access Document
2	May not be Disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be Disclosed	Subject to copyright
4	Limited Disclosure	Personal Information that belongs to the requester of that information [s61]
5	May not be Disclosed	Unreasonable disclosure of personal information of Natural person [s63(1)]
6	May not be Disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
7	May not be Disclosed	Likely to harm the Company or third party in contract or other negotiations [s64(c)]
8	May not be Disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
9	May not be Disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be Disclosed	Legally privileged document [s67]
11	May not be Refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
12	May not be Disclosed	Commercial information of Private Body [s68]
13	May not be Disclosed	Likely to prejudice research and development information of the Company or a third party [s69]
14	May not be Refused	Disclosure in public interest [s70]

5. **SUMMARY: RECORDS AVAILABILITY**

<u>Departmental Records</u>	<u>Subject</u>	<u>Classification No.</u>
Financial Division	• Audited Financial Statements	12
	• Tax Records	12
	• Asset Register	12
	• Management Accounts	12
Legal Department / Company Secretarial	• General Contract Documentation	12

6. **FORM OF REQUEST**

To facilitate the processing of your request, kindly:

- 6.1 Address your request to the Treasury Department.
- 6.2 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d)
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. **PRESCRIBED FEES**

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

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.

MTU South Africa (Pty) Ltd

(Registration Number 1952/001250/07)

(the "COMPANY")

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Compiled by the Legal Department

January 2003

With acknowledgements to:

1. The South African Human Rights Commission
2. The Department of Justice and Constitutional Development

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**Note : The forms and fee structure are available on the Website of the COMPANY, at www.mtu-online.co.za*

1. **INTRODUCTION**

The COMPANY sells and maintains MTU, Detroit and VM Motori diesel engines and spares.

2. **COMPANY CONTACT DETAILS**

Persons designated/duly authorised persons:

The Finance Department	
Postal address	PO Box 215 Milnerton 7435
Street address	Cnr 3 rd & Marconi Street Montague Gardens 7441
Telephone numbers	(021) 551-2210
Fax numbers	(021) 551-1970
Electronic Mail Address	shaun.martheze@mtu-online.co.za

3. **THE ACT**

- 3.1 The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 7 and 8.
- 3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-484 8300

Fax Number: +27-11-484 0582

Website www.sahrc.org.za

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13	May not be Disclosed	Likely to prejudice research and development information of the Company or a third party [s69]
14	May not be Refused	Disclosure in public interest [s70]

5. **SUMMARY: RECORDS AVAILABILITY**

<u>Departmental Records</u>	<u>Subject</u>	<u>Classification No.</u>
Human Resources Division	• Staff Records	4,5,9
	• Employment Contracts	4,5
	• Policies and Procedures	4
	• Health & Safety records	4,5,8
Financial Division	• Audited Financial Statements	12
	• Tax Records (Company & Employees)	12
	• Asset Register	12
	• Management Accounts	12
Legal Department / Company Secretarial	• Statutory Records	12
Marketing Division	• Market Information	12,13
	• Customer Information:	1
	- Product Brochures	
	- Owner Manuals	
	• Field Records	4,12
	• Performance Records	12
	• Product Sales Records	1
	• Marketing Strategies	12
	• Customer Database	12
Quality	• Quality Records	12

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the Website of the COMPANY at the following address www.mtu-online.co.za
- 6.2 Address your request to the Finance Department.
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d)
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
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- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The Fee Structure is available on the website of the COMPANY, at the following address www.mtu-online.co.za

Koppieview Property (Pty) Ltd

(Registration Number 1995/012934/07)

(the "COMPANY")

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Compiled by the Legal Department

January 2003

With acknowledgements to:

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1. INTRODUCTION

The COMPANY conducts business as a property owning company that rents it's property to Daimlerchrysler South Africa Group companies.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

The Treasury Department	
Postal address	PO Box 1717 Pretoria 0001
Street address	Wierda Road (R576/M10 West) Zwartkop
Telephone numbers	(012) 677-1529
Fax numbers	(012) 677-1630
Electronic Mail Address	rita.van_dyke@daimlerchrysler.com

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Legal Department / Company Secretarial	• General Contract Documentation	12
	• Statutory Records	12

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