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Februarie 2003

No. 24654

MANUALS

IN ACCORDANCE WITH

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



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

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MANUAL

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

BoE LINK NOMINEES (PTY) LTD.

1. INFORMATION PERTAINING TO THE "BoE Link Nominees (Pty) Ltd"

Postal Address: The Company Secretary
BoE Link Nominee
P.O. Box 5408
Cape Town
8000

Physical Address: C/O BoE Investment Administrators
2nd Floor
BoE Building
Clock Tower Precinct
W & A Waterfront
Cape Town
8000

Contact Telephone Number: (021) 416 6000
Contact Fax Number: (021) 416 9922
E-mail: clientservicesIA@boe.co.za

2 CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:**2.1 Products and Services -**

- Company that holds assets on behalf of individuals, Life Assurer, Pension Funds and Linked Investment Service Providers (LISPS).

2.2 Company Records -

- Finance
- All records kept in terms of the Pension Funds Act, Long Term Insurance Act
- Compliance & Legal
- Detailed Client Records

2.3 Subjects on whom records are held -

- Pension Funds
- Linked Investment Service Providers.
- Long Terms Assurer
- Individuals

2.4 Which records are held i.r.o. the abovementioned subjects?

- Confidential
- Financial
- Member
- Official/Legal
- Contracts

2.5 Records held in terms of the following legislation -

- Pension Funds Act, 24 of 1956
- Long Term Insurance Act
- Income Tax Act, 58 of 1962

3. NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No Notice in terms of Section 52(2) of the Act has been published.

4. PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

- ☐ Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
- ☐ The completed application form may be **posted** or **faxed** to the Information Officer: BoE Investment Administrators (Pty) Ltd at the address below.
- ☐ The Information Officer will process the request and inform the requestor of the fees, (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- ☐ *Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.*

The Company Secretary/ Information Officer
BoE Link Nominees (Pty) Ltd
C/o BoE Investment Administrators (Pty) Ltd
P.O. Box 5408
Cape Town
8000

or Fax to (021) 416 9922

5. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

The Human Rights Commission must compile a guide containing such information as may reasonably be required by any person who wishes to exercise any right contemplated in the Act. The South African Human Rights Commission can be contacted at the following address:

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582

Website:www.sahrc.org.za

MANUAL

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

BoE UMBRELLA PENSION FUND.

1. INFORMATION PERTAINING TO THE "BoE UMBRELLA PENSION FUND"

Postal Address: The Principal Officer
BoE Umbrella Pension Fund
P.O. Box 5408
Cape Town
8000

Physical Address: C/O BoE Investment Administrators
2nd Floor
BoE Building
Clock Tower Precinct
W & A Waterfront
Cape Town
8000

Contact Telephone Number: (021) 416 6000
Contact Fax Number: (021) 416 9922
E-mail: clientservicesLA@boe.co.za

2 CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:**2.1 Products and Services –**

- Retirement Annuities Funds

2.2 Pension Fund Records -

- Finance
- Actuarial
- Client care
- Product management
- All records kept in terms of the Pension Funds Act.
- Distribution
- Marketing Material
- Information technology
- Compliance & Legal

2.3 Subjects on whom records are held -

- Members
- Brokers – Our application forms make provision for the details of brokers and financial advisers.

2.4 Which records are held i.r.o. the abovementioned subjects?

- Confidential
- Financial
- Product and services
- Member
- Official/Legal
- Broker – The application forms
- Policies to the Funds
- Contracts

2.5 Records held in terms of the following legislation -

- Pension Funds Act, 24 of 1956
- Income Tax Act, 58 of 1962

3. NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

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The Principal Officer/Information Officer
BoE Umbrella Pension Fund
C/o BoE Investment Administrators (Pty) Ltd
P.O. Box 5408
Cape Town
8000

or faxed to (021) 416 9922

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MANUAL

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to request access to the records of:**

BoE PENSION PRESERVATION FUND.

1. INFORMATION PERTAINING TO THE "BoE PENSION PRESERVATION FUND"

Postal Address: The Principal Officer
BoE Pension Preservation Fund
P.O. Box 5408
Cape Town
8000

Physical Address: C/O BoE Investment Administrators
2nd Floor
BoE Building
Clock Tower Precinct
W & A Waterfront
Cape Town
8000

Contact Telephone Number: (021) 416 6000
Contact Fax Number: (021) 416 9922
E-mail: clientservicesIA@boe.co.za

2 CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:**2.1 Products and Services –**

- Pension Funds

2.2 Pension Fund Records -

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Finance ▪ Actuarial ▪ Client care ▪ Product management ▪ All records kept in terms of the Pension Funds Act. | <ul style="list-style-type: none"> ▪ Distribution ▪ Marketing Material ▪ Information technology ▪ Compliance & Legal |
|--|--|

2.3 Subjects on whom records are held -

- Members
- Brokers – Our application forms make provision for the details of brokers and financial advisers.

2.4 Which records are held i.r.o. the abovementioned subjects?

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Confidential ▪ Financial ▪ Product and services ▪ Member | <ul style="list-style-type: none"> ▪ Official/Legal ▪ Broker – The application forms ▪ Policies to the Funds ▪ Contracts |
|---|--|

2.5 Records held in terms of the following legislation -

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Pension Funds Act, 24 of 1956 | <ul style="list-style-type: none"> ▪ Income Tax Act, 58 of 1962 |
|---|--|

3. NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

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- ☐ Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
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- ☐ The Information Officer will process the request and inform the requestor of the fees, (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- ☐ *Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.*

The Principal Officer/Information Officer
C/o BoE Investment Administrators (Pty) Ltd
BoE Pension Preservation Fund
P.O. Box 5408
Cape Town
8000

or fax to (021) 416 9922

5. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

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MANUAL

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to request access to the records of:**

BoE UMBRELLA PROVIDENT FUND.

1. INFORMATION PERTAINING TO THE "BoE UMBRELLA PROVIDENT FUND"

Postal Address: The Principal Officer
BoE Umbrella Provident Fund
P.O. Box 5408
Cape Town
8000

Physical Address: C/O BoE Investment Administrators
2nd Floor
BoE Building
Clock Tower Precinct
W & A Waterfront
Cape Town
8000

Contact Telephone Number: (021) 416 6000
Contact Fax Number: (021) 416 9922
E-mail: clientservicesIA@boe.co.za

2 CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:**2.1 Products and Services –**

- Provident Funds

2.2 Pension Fund Records -

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Finance ▪ Actuarial ▪ Client care ▪ Product management ▪ All records kept in terms of the Pension Funds Act. | <ul style="list-style-type: none"> ▪ Distribution ▪ Marketing Material ▪ Information technology ▪ Compliance & Legal |
|--|--|

2.3 Subjects on whom records are held -

- Members
- Brokers – Our application forms make provision for the details of brokers and financial advisers.

2.4 Which records are held i.r.o. the abovementioned subjects?

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Confidential ▪ Financial ▪ Product and services ▪ Member | <ul style="list-style-type: none"> ▪ Official/Legal ▪ Broker – The application forms ▪ Policies to the Funds ▪ Contracts |
|---|--|

2.5 Records held in terms of the following legislation -

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Pension Funds Act, 24 of 1956 | <ul style="list-style-type: none"> ▪ Income Tax Act, 58 of 1962 |
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BoE Umbrella Provident Fund
C/o BoE Investment Administrators (Pty) Ltd
P.O. Box 5408
Cape Town
8000

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MANUAL

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PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

BoE RETIREMENT ANNUITY FUND.

1. INFORMATION PERTAINING TO THE "BoE RETIREMENT ANNUITY FUND"

Postal Address: The Principal Officer
BoE Retirement Annuity Fund
P.O. Box 5408
Cape Town
8000

Physical Address: C/O BoE Investment Administrators
2nd Floor
BoE Building
Clock Tower Precinct
W & A Waterfront
Cape Town
8000

Contact Telephone Number: (021) 416 6000
Contact Fax Number: (021) 416 9922
E-mail: clientservicesIA@boe.co.za

2 CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:**2.1 Products and Services –**

- Retirement Annuities Funds

2.2 Pension Fund Records -

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Finance ▪ Actuarial ▪ Client care ▪ Product management ▪ All records kept in terms of the Pension Funds Act. | <ul style="list-style-type: none"> ▪ Distribution ▪ Marketing Material ▪ Information technology ▪ Compliance & Legal |
|--|--|

2.3 Subjects on whom records are held -

- Members
- Brokers – Our application forms make provision for the details of brokers and financial advisers.

2.4 Which records are held i.r.o. the abovementioned subjects?

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Confidential ▪ Financial ▪ Product and services ▪ Member | <ul style="list-style-type: none"> ▪ Official/Legal ▪ Broker – The application forms ▪ Policies to the Funds ▪ Contracts |
|---|--|

2.5 Records held in terms of the following legislation -

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Pension Funds Act, 24 of 1956 | <ul style="list-style-type: none"> ▪ Income Tax Act, 58 of 1962 |
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The Principal Officer
BoE Retirement Annuity Fund
P.O. Box 5408
Cape Town
8000

5. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

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Tel. : (+27 11) 484 8300
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Website:www.sahrc.org.za

MANUAL

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

**POLYOAK FAMILY PROVIDENT
FUND.**

1. INFORMATION PERTAINING TO THE "Polyoak Family Provident Fund"

Postal Address: The Principal Officer
Polyoak Family Provident Fund
P.O. Box 5408
Cape Town
8000

Physical Address: Polyoak Family Provident Fund
C/O BoE Investment Administrators
2nd Floor
BoE Building
Clock Tower Precinct
W & A Waterfront
Cape Town
8000

Contact Telephone Number: (021) 416 6000
Contact Fax Number: (021) 416 9922
E-mail: clientservicesIA@boe.co.za

2 CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:**2.1 Products and Services –**

- Pension Funds

2.2 Pension Fund Records -

- Finance
- Actuarial
- Client care
- Product management
- All records kept in terms of the Pension Funds Act.
- Information technology
- Compliance & Legal

2.3 Subjects on whom records are held -

- Members
- Consultants
- Benefit Providers

2.4 Which records are held i.r.o. the abovementioned subjects?

- Confidential
- Financial
- Product and services
- Member
- Official/Legal
- Policies to the Funds
- Contracts

2.5 Records held in terms of the following legislation -

- Pension Funds Act, 24 of 1956
- Income Tax Act, 58 of 1962

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Information Officer/Principal Officer
Polyoak Family Provident Fund
C/o BoE Investment Administrators (Pty) Ltd
P.O. Box 5408
Cape Town
8000

or faxed to (021) 416 9922

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MANUAL

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**This manual contains information required
to request access to the records of:**

BoE PROVIDENT PRESERVATION FUND.

1. INFORMATION PERTAINING TO THE "BoE PROVIDENT PRESERVATION FUND"

Postal Address: The Principal Officer
BoE Provident Preservation Fund
P.O. Box 5408
Cape Town
8000

Physical Address: C/O BoE Investment Administrators
2nd Floor
BoE Building
Clock Tower Precinct
W & A Waterfront
Cape Town
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E-mail: clientservicesIA@boe.co.za

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2.2 Pension Fund Records -

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- Members
- Brokers – Our application forms make provision for the details of brokers and financial advisers.

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2.5 Records held in terms of the following legislation -

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- ☐ Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
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The Principal Officer/Information Officer
BoE Provident Preservation Fund
C/o BoE Investment Administrators (Pty) Ltd
P.O. Box 5408
Cape Town
8000

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MANUAL

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**This manual contains information required
to request access to the records of:**

**RAMSAY SON & PARKER RETIREMENT
FUND.**

1. INFORMATION PERTAINING TO THE "Ramsay Son & Parker Retirement Fund"

Postal Address: The Principal Officer
Ramsay Son & Parker Retirement Fund
P.O. Box 5408
Cape Town
8000

Physical Address: Ramsay Son & Parker Retirement Fund
C/O BoE Investment Administrators
2nd Floor
BoE Building
Clock Tower Precinct
W & A Waterfront
Cape Town
8000

Contact Telephone Number: (021) 416 6000
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E-mail: clientservicesIA@boe.co.za

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- Confidential
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4. PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

- ☐ Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
- ☐ The completed application form may be **posted** or **faxed** to the Information Officer: BoE Investment Administrators (Pty) Ltd at the address below.
- ☐ The Information Officer will process the request and inform the requestor of the fees, (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- ☐ *Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.*

Information Officer/Principal Officer
Ramsay Son & Parker Retirement Fund
C/o BoE Investment Administrators (Pty) Ltd
P.O. Box 5408
Cape Town
8000

or faxed to (021) 416 9922

5. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

The Human Rights Commission must compile a guide containing such information as may reasonably be required by any person who wishes to exercise any right contemplated in the Act. The South African Human Rights Commission can be contacted at the following address:

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582

Website: www.sahrc.org.za

MANUAL

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

**POLYOAK FAMILY PROVIDENT
FUND.**

1. INFORMATION PERTAINING TO THE "Polyoak Family Provident Fund"

Postal Address: The Principal Officer
Polyoak Management Services Pension Fund
P.O. Box 5408
Cape Town
8000

Physical Address: Polyoak Management Services Pension Fund
C/O BoE Investment Administrators
2nd Floor
BoE Building
Clock Tower Precinct
W & A Waterfront
Cape Town
8000

Contact Telephone Number: (021) 416 6000
Contact Fax Number: (021) 416 9922
E-mail: clientservicesIA@boe.co.za

2 CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:**2.1 Products and Services –**

- Pension Funds

2.2 Pension Fund Records -

- | | |
|---|--------------------------|
| ▪ Finance | ▪ Information technology |
| ▪ Actuarial | ▪ Compliance & Legal |
| ▪ Client care | |
| ▪ Product management | |
| ▪ All records kept in terms of the Pension Funds Act. | |

2.3 Subjects on whom records are held -

- Members
- Consultants
- Benefit Providers

2.4 Which records are held i.r.o. the abovementioned subjects?

- | | |
|------------------------|-------------------------|
| ▪ Confidential | ▪ Official/Legal |
| ▪ Financial | ▪ Policies to the Funds |
| ▪ Product and services | ▪ Contracts |
| ▪ Member | |

2.5 Records held in terms of the following legislation -

- | | |
|---------------------------------|------------------------------|
| ▪ Pension Funds Act, 24 of 1956 | ▪ Income Tax Act, 58 of 1962 |
|---------------------------------|------------------------------|

3. NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No Notice in terms of Section 52(2) of the Act has been published.

4. PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

- ☐ Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
- ☐ The completed application form may be **posted** or **faxed** to the Information Officer: BoE Investment Administrators (Pty) Ltd at the address below.
- ☐ The Information Officer will process the request and inform the requestor of the fees, (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- ☐ *Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.*

Information Officer/Principal Officer
Polyoak Management Services Pension Fund
C/o BoE Investment Administrators (Pty) Ltd
P.O. Box 5408
Cape Town
8000

or faxed to (021) 416 9922

5. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

The Human Rights Commission must compile a guide containing such information as may reasonably be required by any person who wishes to exercise any right contemplated in the Act. The South African Human Rights Commission can be contacted at the following address:

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582

Website:www.sahrc.org.za

INFORMATION MANUAL

For
African Harvest Fund Managers Holdings (Pty) Ltd
And its subsidiaries

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

Last Updated: January 2003

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1 INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the requisite procedural issues attached to such request.

PURPOSE OF THE MANUAL:

This manual is intended to foster a culture of transparency and accountability, by giving effect to the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect their rights.

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

PART I

CONTACT DETAILS

A. Information Officer: Graeme Brien
Postal address: P O Box 23855, Claremont, 7735
Physical Address: Travers House, 1 Mariendahl lane, Newlands, 7700
Tel: (021) 670 4657
Fax: (021) 670 4651
E-mail: gbrien@aharvest.co.za

B. Deputy Information Officer: Ruchsana Bhayat
Postal address: P O Box 23855, Claremont, 7735
Physical Address: Travers House, 1 Mariendahl lane, Newlands, 7700
Tel: (021) 670 4682
Fax: (021) 670 4601
E-mail: rbhayat@aharvest.co.za

The Information Officer and The Deputy Information Officer can also be contacted at the details below.

C. GENERAL INFORMATION

Name of Private Body: African Harvest Fund Managers Holdings (Pty) Limited
Subsidiaries: African Harvest Fund Managers (Pty) Limited
African Harvest Management Company Limited
Harvest Life Assurance Company Limited
Postal Address: P O Box 23855, Claremont, 7735
Physical Address: Travers House, 1 Mariendahl lane, Newlands, 7700
Telephone Number: (021) 670 4600
Facsimile number: (021) 670 4651
Website: www.africanharvest.co.za

PART II

GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION,

at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700,

HOUGHTON,

2041

Telephone Number: (011) 484-8300;

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

E-mail Address: PIAI@sahrc.org.za.

PART III

RECORDS OF AFRICAN HARVEST FUND MANAGERS

This clause serves as a reference to the records that the Company may hold in order to facilitate a request in terms of the Act.

The information is classified and grouped according to records relating to the following subjects and categories:

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

A. PERSONNEL RECORDS

- Personal records provided by personnel;
- Records provided by a third party relating to personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records and other internal records;
- Correspondence relating to personnel;
- Training schedules and material;

"Personnel" refers to any person who works for, or provides services to or on behalf of the Company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers.

B. CUSTOMER RELATED RECORDS

- Records provided by a customer to a third party acting for or on behalf of the Company in the banking industry;
- Records provided by a third party;
- Records generated by or within the Company in the banking industry relating pertaining to its customers, including transactional records;

A *"customer"* refers to any natural or juristic entity that receives services from the Company.

C. PRIVATE BODY RECORDS

- Financial records;
- Operational records;

- Databases;
- Information Technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal Policies and Procedures;
- Treasury-related records;
- Securities and Equities; and
- Records held by officials of the Company.

These records include, but are not limited to, the records which pertain to the Company's own affairs.

D. OTHER PARTY RECORDS

- Personnel, customer or private body records which are held by another party, as opposed to the records held by the Company itself;
- Records held by the Company pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

The Company may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to the Company.

E. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

A requester may request A table of legislation setting out a description of the records of the Company which are available in accordance with other legislation, is annexed hereto marked "Appendix 3".

PART IV

ACCESS TO RECORDS HELD BY THE COMPANY

Records held by the Company may be accessed by requests only once the prerequisite requirements for access have been met.

A "*requester*" is any person making a request for access to a record of the Company.

A. WHO MAY REQUEST INFORMATION

Any person who requires information for the exercise or protection of any rights, may request information from a private body. Section 50 of the Act states that;

- (1) A requester must be given access to any record of a private body if:
 - (a) that record is required for the exercise or protection of any rights;
 - (b) that person complies with the procedural requirements in this Act relating to a request for access to that record; and
 - (c) access to that record is not refused in terms of any grounds for refusal contemplated in Chapter 4 of this Part.

B. TWO TYPES OF REQUESTERS

➤ PERSONAL REQUESTER

A personal requester is a requester who is seeking access to a record containing personal information about the requester.

The Company will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

➤ OTHER REQUESTER

This requester (other than a personal requester) is entitled to request access to information on third parties. However, the Company is not obliged to voluntarily grant access. The requester must fulfil the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

C. REQUEST PROCEDURE

The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.

The requester must complete the prescribed form enclosed herewith in Appendix 2, and submit same as well as payment of a request fee and a deposit,

if applicable to the Information Officer or the Deputy Information Officer at the postal or physical address, fax number or electronic mail address as stated in 3.1 or 3.2 above.

The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –

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

D. FEES

1. The Act provides for two types of fees, namely:
 - A request fee, which will be a standard fee; and
 - An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
2. When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.
3. If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.

4. The information officer shall withhold a record until the requester has paid the fees as indicated in Appendix 3.
5. A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
6. If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

E. THIRD PARTIES

If the request pertains to a third party, the information Officer must take all reasonable steps to inform the third party of the request within 21 days of receipt of the request. The third party may within 21 days thereafter either make representations as to why the request should be refused, or grant written consent of the disclosure. The third party must be advised of both the decision taken and of his/her right of appeal against the decision by way of application to court within 30 days after the notice.

PART V

DECISION

- The Company will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect. The Information Officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the Information Officer must notify the requestor by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is found later, the requestor must be given access if the request would otherwise have been granted.
- The 30 day period with which the Company has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large number of information, or the request requires a search for information held at another office of the Company and the information cannot reasonably be obtained within the original 30 day period. Should an extension be sought, the Company will notify the requester in writing and will also provide the procedure involved should the requestor wish to apply to court against the extension.
- If the request is:
 - ❑ Granted: the notification must state the applicable access fee require to be paid, together with the procedure to be followed should the requestor wish to apply to court against such fee, and the form in which access will be given.
 - ❑ Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requestor wish to apply to court against the decision.
- The information officer's failure to respond to the requestor within the 30 day period constitutes a deemed refusal of the request.
- Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.
- If access is granted, access must be given in the form that is reasonably required by the requestor, or if the requestor has not identified a preference, in a form reasonably determined by the information officer.

PART VI

GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for the Company to refuse a request for information relates to the-

- mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- mandatory protection of the commercial information of a third party, if the record contains –
 - trade secrets of that third party;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - information disclosed in confidence by a third party to the Company, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- mandatory protection of the safety of individuals and the protection of property;
- mandatory protection of records which would be regarded as privileged in legal proceedings;
- A discretionary ground of refusal exists in terms of commercial activities of the Company, which may include –
 - trade secrets of the Company;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Company;
 - information which, if disclosed could put the Company at a disadvantage in negotiations or commercial competition;
 - a computer program which is owned by the Company, and which is protected by copyright.

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

Notwithstanding the above, disclosure is mandatory where it would reveal a contravention of or failure to comply with the law, or imminent and serious public safety or environmental risk AND the public interest clearly outweighs the harm.

PART VII

REMEDIES AVAILABLE WHEN AN INSTITUTION REFUSES A REQUEST FOR INFORMATION

INTERNAL REMEDIES

The Company does not have internal appeal procedures. As such, the decision made by the information officer is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the information officer.

EXTERNAL REMEDIES

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

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief.

For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

PART VIII

AVAILABILITY OF THE MANUAL

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

The manual of the Company will also be available on the website of the Company.

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 4)

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 records must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 of 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) *Your indication as to the required form of access depends on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:			
	Copy of record *		Inspection of record

2. If 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? A postal fee 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

Indicate which right is to be exercised or protected: _____

I. Explain why the requested record is required for the exercising 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 thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

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

Signed at _____ this _____ day of _____ 200 _____

 SIGNATURE OF REQUESTER/PERSON
 ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2

REPRODUCTION FEES

Where requested document appear in the appendix 1 i.e. the Company has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Company on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Company will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75

R

- For a copy in a computer-readable form on
 - Stiffy disc 7,50
 - Compact disc 70,00
- A transcription of visual images, for an A4-size page or part thereof 40,00
- For a copy of visual images 60,00
- A transcription of an audio record, for an A4-size page or part thereof 20,00
- For a copy of an audio record 30,00
- To search for a record that must be disclosed 30,00 per
Hour or part of an hour reasonably required for such search.
- Where a copy of a record needs to be posted the actual postal fee is payable.

Deposits:

Where the Company receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

Appendix – 3

Table of Legislation

Legislation	Specific Section/ regulation	Description of Documents	Person(If limited)
The Long Term Insurance Act 52 of 1998	Section 27	A long-term insurer shall whenever required to do so, furnish a return in the form and containing the particulars and information which the Registrar determines i.r.o. the following: (a) its shareholders and (b) any person who directly or indirectly has the power to require those shareholders to exercise their rights as shareholders in the long term insurer in accordance with such person's directions or instructions (c) a person in whose name shares in a long term insurer are registered, or (d) a person who wishes shares in a long term insurer to be alluded or issued to such person or to be registered in such person's name	The Registrar
	Section 36	A long-term insurer shall furnish the Registrar with returns relating to its business.	The registrar
	Section 48	A long term insurer must furnish in writing to a person who enters into or varies a long term policy with information relating to the following matters: (a) representations made by or on behalf of that person to the insurer which were regarded by that insurer as material to its assessment of the risks under the policy (b) the premiums payable and the policy benefits to be provided under the policy and seek the event i.r.o. which the policy benefits are to be provided and the circumstances if any in which those benefits are not to be provided.	Insured
The Credit Agreements Act 75 of 1980	Section 4	Any prospective credit granter or employee shall before entering into a credit agreement at a place not being his business premises in writing draw the attention of a prospective credit receiver to the provisions of section 13. In terms of section 13 when any credit agreement is signed by any credit receiver at a place other than the business premises where the credit granter conducts business the credit receiver may within 5 days after the date of the credit agreement terminate the agreement in writing and by tendering the return of any goods delivered to him i.t.o. the credit agreement	Credit receiver
Designs Act No. 195 of 1993	Section 7(2)	Copies of all deeds, agreements, licences and other documents affecting any registered design or application for the registration of a design which are required to be recorded in the register, shall be supplied in a prescribed manner for filing in the Designs Office	Registrar

Debt Collectors' Act No. 114 of 1998	Section 19(4)	A debt collector shall deliver to a debtor, upon request and against payment of a prescribed fee a settlement account containing a complete exposition of all debits and credits in connection with a specific collection provided that a debtor shall be entitled to request a settlement account free of charge once in every six months	Debtor
	Section 20(4)	A debt collector is required to keep proper accounting records in respect of all monies received, held or paid by him or her on behalf of or to any other person. The council of debt collectors may itself or through its nominee examine the accounting records of a debt collector in order to satisfy itself that the provisions of this section are complied with	Council of Debt Collectors or its nominees
The Custody and Administration of Securities Act No. 85 of 1992	Section 3(3)	A depositor institution shall on request disclose information with regard to the holdings of a client in a securities account, unless the client concerned directs otherwise in writing in a case where the client may do so in terms of any law	Registrar
	Section 15(2)	An executive officer of a central securities depository shall furnish all notices, minutes and documents which are furnished to members of the controlling body thereof or a sub-committee of that body to the Registrar as if the Registrar were a member of that body or sub-committee	Registrar
The Criminal Procedures Act No. 51 of 1977	Section 236	The entries in the accounting records of a bank and any document which is in the possession of any bank and which refers to the said entries or to any business transaction of the bank can be proved in criminal proceedings by producing an affidavit made by any person working for the bank any party to the criminal proceedings against whom the evidence is intended to be adduced. The accused may upon the order of the court before which the proceedings are pending inspect the original of the document or entry in question and any accounting record in which such entry appears or of which such entry forms part and may make copies of such documents or entries.	Accused Person
The Labour Relations Act 66 of 1995	Section 13(5)	With each monthly remittance the employer must give (a) A List of the names of every member from whose register employer has made the deductions that are included in the remittance (b) Details of the amounts deducted and remitted and the period to which the deductions relate and (c) A copy of every notice of revocation.	Representative Trade Union
	Section 16(2)	An employer must disclose to a trade union representative all relevant information that will allow the trade union representative to perform effectively the following functions to (a) assist and represent the employee in grievance and disciplinary proceedings (b) to monitor the employer's compliance with the workplace related provisions of the Labour Relations Act, any law regulating terms and conditions of employment and any collective agreement binding on the	Trade Union Representative

		employer. (c) To report any alleged contravention of the workplace related provisions of this act, any law regulating terms and conditions of employment and any collective agreement binding on the employer to (i) The employer (ii) The representative trade union and (iii) any responsible authority or agency and (d) to perform any other function agreed to between the representative trade union and the employer	
	Section 21(10)	The employer must make available to the commissioner any information and facilities that are reasonable necessary for the commissioner to determine the membership or support of the registered trade union	Commissioner
	Section 89(1)	An employer must disclose to the workplace forum all relevant information that will allow the workplace forum to engage effectively in consultation and joint decision making. In terms of section 90(1) any documented information that is required to be disclosed by the employer i.t.o. Section 89 must be made available on request to the members of the workplace forum for inspection. The employer must provide copies of the documentation on request to the members of the workplace forum.	Workplace Forum
	Section 189(3)	The employer must disclose in writing all relevant information related to dismissals based on operational requirements including but not limited to (a) The reasons for the proposed dismissals (b) The alternatives that the employer considered before proposing the dismissals, and the reasons for rejecting each of those alternatives. (c) The number of employees likely to be affected and the job categories of which they are employed. (d) The proposed method for selecting which employees to dismiss. (e) The time when, or the period during which the dismissals are likely to take effect. (f) The severance pay proposed. (g) Any assistance that the employer proposes to offer to the employees likely to be dismissed. (h) The possibility of the future employment of the employees who are dismissed. (i) The number of employees employed with the employer and (j) The number of employees that the employer has dismissed for reasons based on its operational requirements in the preceding 12 months.	Trade Union or representatives of the employees or employees
	Section 197(b)	An employer that applies to be wound up or sequestrated whether i.t.o. The Insolvency Act 1936 or any other law must at the time of making application provide (a) Any person whom the employer is required to consult in terms of a collective agreement (b) If there is no collective agreement that requires consultation a workplace forum if the employees likely to be affected by the proposed dismissals are employed in a workplace of which there is a workplace forum and (b) Any registered trade union whose members are likely to be affected by the proposed dismissals. (c) If there is no workplace forum in the workplace in which the employee is likely to be affected by the proposed dismissals are employed, any registered trade union whose members are likely to be affected by the proposed dismissals or (d) If there is no trade union the employees likely to be affected by the proposed dismissals or their representatives nominated for that purpose with a	Employees or workplace forum or registered Trade union

		copy of the applications. In terms of section 197(2)(b) an employer that receives an application for its winding up or sequestration must supply a copy of the application to any consulting party within two days of receipt or if the proceedings are urgent within 12 hours. to the Registrar of Labour Relations.	
	Section 205	Every employer must keep the records that an employer is required to keep in compliance with any applicable (a) Collective Agreement (b) Arbitration Award (c) determination made i.t.o. the Wage Act. The employer must retain the records for 3 years from the date of the event or end of the period to which they relate, submit the records in response to a demand made at any reasonable time to any agent of a bargaining council, commissioner or any person whose functions i.t.o. this Act includes the resolution of disputes. In terms of section 205(3) an employer must keep a record of the prescribed details of any strike, lockout or protest action involving its employees. The records must be submitted in the prescribed manner	Bargaining Council or Commissioner or person who functions i.t.o the act in the resolution of disputes
Employment Equity Act No. 55 of 1998	Section 18(1)	When a designated employer engages in consultation i.t.o. this Act the employer must disclose to the consulting parties all relevant information that will allow those parties to consult effectively.	Consulting parties
	Section 25(1), (2) & (3)	An employer must display at the workplace where it can be read by employees a notice in the prescribed form informing them about the provisions of the Employment Equity Act. In terms of sub-section 25(2) a designated employer must in each of its workplaces, place in prominent places that are accessible to all employees (a) the most recent reports submitted by that employer to the Director General (b) Any compliance order, arbitration award or order of the Labour Court concerning the provisions of this Act in relation to that employer and (c) any other document concerning this Act as may be prescribed. In terms of section 25(3) an employer who has an employment equity plan must make a copy of the plan available to its employees for copying and consultation.	Employees
	Section 26	An employer must establish and for the prescribed period maintain records i.r.o. its workforce, its employment equity plan and any other records relevant to its compliance with this Act.	Employees
The Basic Conditions of Employment Act 75 of 1997	Section 29(1)	An employer must supply an employee when the employee commences employment with particulars of work. In terms of sub-section 2 when any matter changes the written particulars must be revised to reflect the change and the employee must be supplied with a copy of the document reflecting the change. In terms of section 29(4) the written particulars must be kept by the employer for a period of 3 years after termination of employment.	Employee
	Section 31(1)	Every employer must keep a record containing at least the following information: (a) the employee's name and	Employee

		occupation (b) the time worked by each employee (c) the remuneration paid to each employee (d) the date of birth of any employee under 18 years of age and (e) any other prescribed information. The record must be kept by the employer for a period of 3 years from the date of the last entry in the record.	
	Section 33(1)	An employer must give an employee the following information in writing on each day the employee is paid (a) the employer's name and address (b) the employee's name and occupation (c) the period for which the payment is made (d) the employee's remuneration in money (e) the amount in purpose of any deduction made from the remuneration (f) the actual amount paid to the employee.	Employee
	Section 66 (1)	In order to monitor or enforce compliance with any employment law a labour inspector may require a person to disclose information either orally or in writing and either alone or in the presence of witnesses on any matter to which an employment law relates and require that disclosure be made under oath, copy any record or document to which an employment law relates.	Labour Inspector
Firearms Control Act 60 of 2000	Section 115	1(a) The purposes of any enquiry or investigation relating to the application of this Act and subject to sub-section 4, the Registrar or any person authorised in writing by the Registrar may at any reasonable time and without prior notice enter any business or industrial premises. 2(a) The Registrar or person authorised may (a) inspect and search any premises or dwelling contemplated in sub-section 1 and make such enquiries as may be necessary for purposes of the enquiry or investigation (b) examine anything found on the premises or dwelling which may have a bearing on the subject matter of the enquiry or investigation (c) request information or an explanation regarding such object from the owner or person in control of those premises or from any person in whose possession or under whose control anything referred to in paragraph (b) is found. (d) Make copies of or extracts from any book or document found on or in the premises or dwelling which may have a bearing on the subject matter of the enquiry or investigation and request an explanation of such book, document or any entry therein from any person suspected of having knowledge thereof and (e) against the issue of a written receipt seize anything on or in the premises or dwelling which may have a bearing on the subject matter of the enquiry or investigation	Registrar or any person authorised in writing by him
Formalities in respect of Leases of Land Act 18 of 1969	Section 11(1)	(1) An owner who intends to evict a person i.t.o. the provisions of this chapter shall give the Labour Tenant and the Director General no less than two calendar months written notice of his or her intention to obtain an order for eviction	Labour Tenant or Director General
	Section 17	Section 2 – on receiving an application for the acquisition of land and servitudes the Director General shall (a) forthwith	Director General

		give notice of receipt of the application to the owner of the land and the holder of any other security in the land in question (d) call upon the owner by written request to furnish him or her within 30 days (I) with the names and addresses of the holders of all unregistered rights in the land in question, together with a copy of any document in which such rights are contained, or if such rights are not contained in any document, full particulars thereof, (ii) with any documents or information i.r.o. the land in question and the rights in such land as the Director General may reasonably require.	
The Fund Raising Act 107 of 1978	Section 4	3 – the Director may direct the organisation concerned to furnish such further information i.r.o. its application as the Director may deem necessary or expedient and may cause the application to be investigated and may obtain such further information as he may deem necessary for the consideration of the application	
	Section 7	No fund raising organisation, registered branch or holder shall grant a special permission to any person unless such organisation, branch or holder and such person has entered into an agreement for that purpose and unless such agreement has been reduced to writing and a copy thereof has been furnished to the Director	Director
	Section 12	Every fund raising organisation, registered branch or holder shall, in one of the official languages of the Republic, keep the prescribed records of all the monies received and expended by it and of all its or assets and liabilities and of all financial transactions entered into by it or and shall furnish the director with the prescribed reports, returns and financial statements at the prescribed times. 3. The reports, returns and financial statements of a fund raising organisation, registered branch or holder shall lie for inspection by the public at such places and during such periods and after such notice as may be prescribed.	Director Public
	Section 13	If any authority or temporary authority or registration certificate lapses or is withdrawn i.t.o. this Act such organisation or branch or any holder discontinues its or his activities the management of such organisation or branch or the holder concerned shall, within the prescribed period (a) submit to the director the prescribed returns, statements, liquidation and distribution account and such information as the director may demand.	Director
	Section 28	No authority or a temporary authority or special authority shall be granted to any organisation and no branch shall be registered i.t.o. this Act unless it is managed according to a written constitution which shall comply with the prescribed requirements and a certified copy of the constitution is furnished, in the case of an authorised organisation, to the board granting the special authority or any other case to the director	Director
	Section 13	(6) The director or an inspector who carries out an inspection of the affairs of an organisation or person i.t.o. this section	The director

		<p>(a) may at any time with the approval of the Minister and without prior notice, enter any premises of the said organisation or person and, without a warrant, search such premises for money, securities, records, accounts or documents and demand the delivery to him of any or all of the securities, records, accounts or documents of such organisation or person.</p> <p>(b) May examine any or all of such securities, records, accounts or documents and make or cause to be made extracts therefrom or copies thereof or after he has issued a receipt therefor, remove from the premises of the said organisation or person fresh securities, records, accounts or documents for examination by him or for the making of any extract therefrom or copy thereof or may seize them if, in his opinion, they may provide proof of the commission of any offence or irregularity. (c) May demand from the said organisation or person any such explanations of any entry in the said records, accounts or documents as he may deem necessary.</p>	
		<p>(8) Any person requested thereto i.t.o. Sub-section 6(a) shall forthwith deliver to the director or inspector any security, record, account or document referred to in that sub-section which is in his possession or under his control or to which he has access and shall at the request of the director or inspector furnish the director or inspector with the information relating to the offence or activities, securities, records, accounts or documents of the said organisation or person at his disposal.</p>	
	Section 31	<p>1. If the director has reason to suspect that any contributions have been collected in contravention of any provision of this act, or that provisions of section 7(5) or (6) have not been complied with i.r.o. any collection of contributions he may (a) direct any person who has collected such contributions to furnish the director with the name and address and any other information which he may require in order to enable him to identify or trace any other person who, to the knowledge of such person, has collected such contributions or has such contributions in his possession or under his control.</p>	Director
The Home Loan and Mortgage Disclosure Act 63 of 2000	Section 1	<p>A financial institution must, i.r.o. home loans, disclose the following information: (a) the total number and amount in rent of completed home loan applications received during the financial year i.r.o. which the financial statements have been prepared i.r.o. such (i) categories of borrowers as may be prescribed and (ii) geographic areas as may be prescribed. (d) The total number and amount in rent of home loan applications declined and the reasons for the rejections i.r.o. such (i) Categories of prospective borrowers as may be prescribed and (ii) geographic areas as may be prescribed (iii) The total number and amount in rent of all home loans disclosed and disbursed by a financial institution during the financial year i.r.o. which such financial statements have been prepared, the total number and amount in rent of all home loans approved by a financial institution during the financial year i.r.o. which financial statements have been prepared, which must include information i.r.o. such particular (i) categories of borrowers as may be prescribed and (ii) geographic areas as may be prescribed and (e) such information as may be prescribed.</p>	Office of disclosure

	Section 2	When a financial institution discloses the required information i.t.o. sub-section 1, it must also disclose such information i.r.o. the immediately preceding financial year	Office of disclosure
	Section 5	2(c). The office may require financial institutions to substantiate information disclosed i.t.o. This Act where reasonable doubt may exist whether or not the information disclosed is fully accurate or comprehensive and (d) investigate and institute proceedings to verify the validity of information disclosed by a financial institution in accordance with the requirements of this Act, and for that purpose, such financial institution must afford the office all reasonable assistance and access to premises and information to enable the office to analyse and interpret such information.	Office of disclosure
Identification Act 68 of 1997	12	The Director General may (a) request any person to furnish the Director General with proof of the correctness of any particulars which have been furnished i.r.o. such person in any document i.t.o. this act and (b) investigate or cause to be investigated any matter i.r.o. which particulars are required to be recorded in the Population Register	Director General of Home Affairs
Insider Trading Act 135 of 1998	Section 11(2)	In addition to its powers i.t.o. the Financial Services Board Act, the Financial Services Board may summon any person who is believed to be able to furnish any information on the subject of any investigation or to have in his or her possession or under his or her control any book, document or other object which has bearing upon that subject, to note such book, document or other object with the Financial Services Board, or to appear at any time and place specified in the summons, to be interrogated or to produce such book, document or other object	Financial Services Board
Inspection of Financial Institutions Act 18 of 1998	Section 4	<p>4(1) In clearing out an inspection of the affairs of an institution under section 3 an inspector may, at any time without prior notice enter and search any premises occupied by the institution and require the production of any document relating to the affairs of that institution.</p> <p>Open any strong room, safe or other container in which he or she suspects any document of the institution is kept.</p> <p>Examine and make extracts from the copies of any document of the institution or against the issue of a receipt remove such document temporarily for that purposes.</p> <p>Against the issue of a receipt, seize any document of the institution which in his or her opinion may afford evidence of an offence or irregularity.</p> <p>Retain any seized document for as long as it may be required for any criminal or other proceedings</p>	Inspector

Alienation of Land Act 68 of 1981	Section 7(1)	If the land sold i.t.o. a contract is encumbered by one or more than one mortgage bond, the seller shall within 30 days after the conclusion of the contract hand to the purchaser or send to him by registered post a certificate drawn up and dated not more than 4 months before the conclusion of the contract, by each mortgagee in which is indicated the amount the mortgagee requires to be paid i.t.o. section 9 for the discharge of his mortgage bond or for the release of land from his mortgage bond, as the case may be as well as the rate or rates at which interest shall be levied as from the date of the certificate	Purchaser
	Section 10	(a) A remote purchaser may, by written notice, require the owner or any intermediary who alienated the land in question prior to the date the contract concerned was concluded, to furnish him with the particulars of the outstanding balance under the deed of alienation i.t.o. which the owner of that intermediary alienated the land and with particulars as to any amount which in terms of the deed of alienation is due and unpaid.	Purchaser
	Section 10(2)	10(2) Any owner or intermediary receiving a written notice referred to in sub-section 1 shall, within 30 days of the date of that notice, furnish the remote purchaser concerned with the outstanding balance and the particulars referred to in that sub-section, but shall not be obliged to do so more often than three times in one calendar year.	Purchaser
	Section 10(3)	(3). The owner of land alienated i.t.o. a contract and any intermediary who has alienated that land shall furnish any subsequent intermediary or remote purchaser as the case may be: (a) in regard to any intermediary who alienated the land prior to him with the information regarding content of a contract (b) in regard to the deed of alienation under which he alienated the land with (i) the certificate bearing a date when the land was sold (ii) the certificate referred to in sub-section 1 of this section (iii) information relating to the amount, if any, owing at the end of the period i.t.o. any alienation of the land in question before the time the contract was concluded.	Intermediary or Purchaser
	Section 16	Section 16(1) – While a contract is in force, the seller shall free of charge hand to the purchaser a statement of account or send such statement by registered post to him at his address no later than 12 months from the date of the contract and thereafter within 30 days at the end of each successive period of 12 months following on the date of the first statement of account.	Purchaser
Legislation Attorneys Act 53 of 1979	Section 71(2)(a)(i)	For the purposes of an enquiry the council may under the hand of the President or the Secretary of its society summon any person who in the opinion of the council may be able to give material information concerning the subject matter of the enquiry or who is believed by the council to have in his possession or custody or under his control any books, documents, records or thing which has any bearing on the subject matter of the enquiry, to appear before it at a time and	council

		place specified in the summons, to be interrogated or to produce that book, document, record or thing, and may retain for inspection any book, document, record or thing so produced.	
	Section 78(13)	Any institution or building society at which a practitioner keeps his trust account or any separate account forming part of his trust account, shall if so directed by the council of the society of the province in which such practitioner is practising furnish the council with a signed certificate which indicates the balance of such account at the date or dates stated by the council	Council
Compensation for Occupational Injuries and Diseases Act 130 of 1993	Section 6(1)(a)	1(a) The Director General may subpoena any person who in his opinion is able to give information concerning the subject of any enquiry i.t.o. this Act or who is suspected to have in the opinion of the Director General has in his possession or custody or under his control any book, document or thing which has a bearing on the enquiry, to appear before him at a time and place specified in the subpoena, to be interrogated or to produce such book, document or thing, and the Director General may retain such book, document or thing for further investigation	Director General
	Section 7	3 An authorised person may question any person who is or was on the premises either alone or in the presence of any other person or any matter to which this act relates, (c) Order any person who has control over or custody of any book, document or thing or in those premises to produce to him forthwith, or at such time and place as may be determined by him, such book, document or thing. (d) At any time and place order any person who has the possession or custody of or is in control of a book, document or thing relating to the business of an employer or previous employer, to produce forthwith or at such time and place as may be determined by him, such book, document or thing seize any book, document or thing which in his opinion may serve as evidence in any matter i.t.o. this Act or cause to be examined any book, document or thing produced to him or seized by him, and make extracts therefrom or copies thereof and order any person who, in his opinion, is qualified thereto to explain entry therein	Authorised Person
	Section 40	2 An employee or employer shall at the request of the Director General furnish such further particulars regarding the accident and injuries concerned a the Director General may require	Director General
	Section 18	Employer to register with Director General and to furnish him with particulars.	
	Section 1	1 An employer carrying on business in the Republic shall within the prescribed period and in the prescribed manner register with the Commissioner and shall furnish the Commissioner with the prescribed particulars of its business and shall within a period determined by the Commissioner furnish such particulars as the Commissioner may require.	Commissioner

	Section 81	<p>An employer shall keep a register or other record of the earnings and other prescribed particulars of all employees and shall at all reasonable times produce such register or record or a micro film or other micro form reproduction thereof on demand to an authorised person referred to in section 7 for inspection.</p> <p>(2) An employer shall retain the register, record or reproduction referred to in sub-section 1 for a period of at least 4 years after the date of the last entry in that register or record.</p>	Authorised Person
	Section 82	1 An employer shall not later than the 31 st day of March in each year furnish the Commissioner with a return in the prescribed form, certified by him, her or it as correct showing (a) the amount of earnings up to the maximum paid by him, it, its employees during the period with effect from the 1 st day of March of the immediately preceding year up to and including the last day of February of the following year and (b) such further information as may be prescribed that it now may require.	Director General
	Section 32A	(1) Any inspector furnished with inspection authority in writing by the Board may conduct an investigation to determine whether the provisions of the Act are being or have been complied with and may, subject to sub-section 5 for that purpose without giving prior notice at all reasonable times (a)(iii) enter any place i.r.o. which he has reason to believe that there are books, records, documents to which the provisions of this Act are applicable.	Inspector or the manager
Estate Agency Affairs Act 112 of 1976	Section 48	1 An inspector who is authorised to enter in such premises may (a) enter upon or into those premises (b) search those premises (c) search any person on those premises if there are reasonable grounds for believing that a person has personal possession of an article or document that has a bearing on the investigation (d) examine any article or document that is on or in those premises that has a bearing on the investigation (e) request information about any article or document from the owner of, or person in control of, the premises or from any person who has control of the article or document, or from any other person who may have the information. (f) Take extracts from or make copies of any book or document that is on or in the premises that has a bearing on the investigation. (g) Use any computer system on the premises, or require assistance of any person on the premises to use the computer system to (i) search any data contained or available on that computer system (ii) reproduce any record from that data and (iii) seize any output from that computer for examination copying and (h) attach and if necessary remove from the premises for examination and safekeeping anything that has a bearing on the investigation	Inspector
Competition Act 89 of 1998	Section 49A	1 At any time during an investigation i.t.o. the Act the Commissioner may summon any person who is believed to be able to furnish any information on the subject of the investigation, or to have possession or control of any book, document or	Commissioner

		other object that has a bearing on that subject (a) to appear before the Commissioner or a person authorised by the Commissioner, to be interrogated at a time and place specified in the summons or (b) at a time and place specified in the summons, to deliver or produce to the Commissioner, or a person authorised by the Commissioner, any book, document or other object specified in the summons	
	Section 54	The member of the Competition Tribunal presiding at the hearing may (a) direct or summon any person to appear at any specified time and place (b) question any person under oath or affirmation (c) summon or order any person (i) to produce any book, document or item necessary for the purpose of the hearing	Member of the Competition Tribunal
	Section 56	3 The Competition Tribunal may order a person to answer any question, or to produce any article or document, even if it is self-incriminating to do so	Competition Tribunal
Insolvency Act 24 of 1936	Section 21	7 Before awarding any creditor a share in the proceeds, the trustee may require the creditor to lodge with him, within a period to be determined by the Master, an affidavit, supported by such evidence as may be available, setting forth the result of such excursion and disclosing the balance of his claim which remains unpaid	Trustee
	Section 44	4 Every claim shall be proved by affidavit which may be made by the creditor or by any person fully cognisant of the claim. The said affidavit or a copy thereof and any documents submitted in support of the claim shall be delivered at the office of the officer who is to preside at a meeting of creditors	Officer who is to preside at a meeting of creditors
	Section 152	If at any time after the sequestration of the estate of a debtor and before his rehabilitation, the Master is of the opinion that the insolvent or the trustee of that estate or any other person is able to give any information which the Master considers desirable to obtain concerning the insolvent or concerning his estate or the administration of the estate or concerning any claim or demand made against the estate he may by notice in writing deliver to such other person summon him to appear before the Master or before a magistrate or an officer in the public service mentioned in such notice at a place and on a date and hour stated in such notice and to furnish the Master or other officer before him he is summoned to appear with all the information within his knowledge concerning the insolvent or concerning the insolvent's estate or the administration of the estate	The Master or magistrate or an officer in the public service
Constitution of SA Act No. 108 of 1996	Section 32	1(b) Everyone has the right to access to any information that is held by another person and that is required for the exercise or protection of any rights. The rights in terms of the constitution are limited in terms of sec 36.	Any member of the public

Companies Act No. 61 of 1973	Section 140A	3 Where securities of an issuer are registered in the name of a person and that person is not the holder of the beneficial interest in all the securities held by the registered shareholder, the registered shareholder shall, at the end of every three month period after 30.06.1999, disclose to the issuer the identity of its person on whose behalf the registered shareholder holds securities and the number and class of securities issued by that issuer held on behalf of each such person	Issuer
		8A All issuers of securities shall establish and maintain a register of their disclosures made i.t.o. this section and shall publish in the annual financial statements a list of the persons who hold the beneficial interest equal to or in excess of 5% of the total number of securities of that class issued by the issuer together with the extent of those beneficial interests. Such register shall be open to inspection by any member of the company or his duly authorised agent or any person.	A person on whose behalf the registered shareholder holds securities
	Section 281	An auditor of the company shall have the right of access at all times to the accounting records and all books and documents of the company and be entitled to require from the directors or officers of the company such information and explanations as he thinks necessary for the performance of his duties as auditor	Auditor
	Section 284	Every company shall keep in one of the official languages of the Republic such accounting records that are necessary to present the state of affairs and business of the company and to explain the transactions and financial position of the trade or business of the company (showing the assets and liabilities of the company. A register of fixed assets, records containing entries, records of all goods sold and purchased, statements of annual stocktaking	Directors of a company
	Section 309	1 Any member or holder of debentures of a company shall be entitled to be furnished on demand without charge with a copy of the last annual financial statements (including group annual financial statements) and provisional unknown financial statements and of the last interim report of the company.	A member or holder of debentures
	Section 92	Every liquidator shall give the Master such information and such access to and facilities for inspecting the books and documents of the company and generally such aid as may be requested for enabling an officer to perform his duties under this Act	Liquidator
Unemployment Insurance Act 63 of 2001	Section 56	(1) Every employer must, as soon as it commences activities as an employer provide information regarding its employees to the commissioner	Unemployment Insurance Commissioner

The Banks Act	Act 94 of 1990 Sections 7, 53, 58, 59, 67 and 75.	(a) The Act provides for the regulation and supervision of the business of public companies taking deposits from the public; and for matters connected therewith. (1) Section 7 of the Act provides that the Registrar may by notice direct a institution to furnish such information as may be specified in the notice and as the Registrar may reasonably require. Section 7 does not specify what records and/or information the Registrar shall require. (2) Section 53 contemplates that the Banks shall have the following records and/or information, which shall be made available to the Registrar on request: - Particulars relating to its shareholding or other interest in its subsidiaries; any joint venture within or outside the Republic if the investment results in the bank being exposed to an amount representing more than five per cent of its capital and reserves. - Particulars relating to the acquisition of an interest in any undertaking having its registered office or principal place of business outside the Republic. - Any trust or financial or other business undertaking contemplated in section 52 of the Act. - Section 58 requires banks and every controlling company to furnish the Registrar with a copy of its register of directors and officers referred to in section 215 of the Companies Act 61 of 1973. The Companies Act 61 of 1973 requires companies to keep this register at their registered address. - Section 59 requires banks to furnish the Registrar with a return regarding its shareholders. The Companies Act 61 of 1973 requires companies to keep these records at their registered address. - Section 67 provides that in the case of an individual shareholder in a bank who holds more than 25% of all the issued shares in that bank to which voting rights are attached, the sum of the amounts of such bank's investments with or loans or advances or other exposures to such individual shareholder exceeds the total nominal value of the said shares so held by that individual shareholder, the bank shall in its financial statements mention the name of such individual shareholder. - Section 75 requires banks to furnish returns to the Registrar. The return contemplated in section 75 includes, but are not limited to return relating to the extent and management of risk exposures in the conduct of the bank's business.	Registrar of Banks
Financial Intelligence Centre	Act 38 of 2001 Section 22	(a) The objective of the Act is to combat money laundering activities and in this regard impose certain duties on institutions and other persons who might be used for money laundering purposes. (b) In terms of section 22 banks and insurance companies shall keep the following information relating to the clients with whom they conclude transactions or with whom they have established a business relationship: - The identity of the client. (1) Where the client is acting on behalf of another person - (1.1) The identity of that other person; (1.2) The client's authority to establish the business relationship or to conclude the single transaction on behalf of that other person. (2) If another person is acting on behalf of the client - (2.1) the identity of that other person; (2.2) that other person's authority to act on behalf of the client. (2.3) The manner in which the identity of the client or the other person was established. (3) In the case of a transaction - (3.1) The amount involved, (3.2) The parties involved. (4) All accounts that are involved in - (4.1) Transactions concluded by that bank or insurance company in the course of that business relationship; and (4.2) That single transaction. (4.2.1) The	Financial Intelligence Centre

		name of the person who obtained the information on behalf of the bank or insurance company. (4.2.2) Any document or copy of a document obtained by the bank or insurance company in order to verify a person's identity. (c) The records to be kept in terms of section 22 shall be kept for at least five years from the date on which the business relationship is terminated and five years from the date on which the transaction is concluded.	
South African Reserve Bank	Act 90 of 1989	(a) The Act consolidates the laws relating to the South African Reserve Bank and matters connected therewith. (b) Section 10A (11) provides that a bank shall, in order to enable the Governor to determine whether the bank is complying with the provisions of section 10A, furnish the Registrar of banks with a return on the prescribed form and in respect of the prescribed period. The return contemplated in section 10A (11) shall be prepared in conformity with generally accepted accounting practice. (c) The Act would not appear to require banks and insurance companies to keep any specific records.	Governor
Stamp Duties	Act 77 of 1968 Section 31	(a) The Act consolidates and amends the law relating to stamp duties. (b) Section 31A provides that the Commissioner, or any officer may, for the purposes of the administration of the Act in relation to any person liable for the duty, require such person or any other person to furnish such information, documents or things as the Commissioner or such officer may require (to inspect, audit, examine or obtain). (c) The Act would not appear to require banks and insurance companies to keep any specific records.	Commissioner for South African Revenue Service.
Stock Exchanges Control	Act 1 of 1985 Sections 19, 43 and 47.	(a) The Act consolidates the laws relating to the regulation and control of stock exchanges and matters connected therewith. (b) Section 19 provides that the president may require any issuer whose securities are included in the list referred to in section 16 (a) of the Act to disclose within a period specified in such a notice, any information at such issuer's disposal pertaining to such securities or to the affairs of that issuer which is in the public interest and, after giving such issuer an opportunity of making representations to him, require such issuer to disclose that information to the registered holder of the securities in question within a further period specified in the said notice. (c) Section 43 provides that every member shall keep such accounting records in one of the official languages of the Republic as may be prescribed, preserve such records in a safe place for a period of at least five years as from the date of the latest entry therein; and cause such records to be audited, not later than three months after the financial year end of such member, by an auditor whose appointment has been approved by the Registrar. (d) Section 47 provides that the Registrar may require a member to transmit to the Registrar any document or information at that member's or person's disposal and relating to member's or person's affairs which the Registrar may reasonably require and that member or person shall comply with the Requirements of the Registrar to his satisfaction within the relevant period or within such further period as the Registrar may allow. (e) The Act would not appear to require banks and insurance companies to keep any specific records.	President of the stock exchange and Registrar of the stock exchange exchange.

Unit Trust Control	<p>Act 54 of 1981</p> <p>Sections 10, 31, 33 and 34</p>	<p>(a) The Act consolidates the laws relating to the regulation and control of the establishment, carrying on and management of certain trust schemes relating to securities and matters connected therewith. (b) Section 10 (1) provides that every management company shall not later than three months after the close of its financial year transmit to the registrar a copy of the duly audited financial statements of such company and of every unit trust scheme managed by it. Copies of the financial and other statements shall be kept available at the registered office of the management company for inspection during ordinary office hours by any holder of unit certificates in the unit trust scheme concerned or other person bona fide interested in the purchase of unit certificates from the company. (c) Section 10 (2) provides that every management company shall, not later than three months after the close of the financial year of every unit trust scheme managed by it, transmit to every holder of unit certificate in such scheme such information relating to the state of affairs and results of the operation of the unit trust scheme as may be prescribed. (d) Section 10(4) provides that every management company shall lodge with the Registrar copies of all advertisements, brochures and pamphlets published or proposed to be published by the company and of all additions thereto and variations thereof; and copies of every return or notice which the company is required to furnish to the Registrar of Companies under section 216 (2) of the Companies Act 61 of 1973. (e) Section 31 provides that every management company in property shares shall, within two months after its registration as such and thereafter within two months after the close of every financial year furnish the Registrar with a statement setting forth - (1) full details of the underlying securities comprised in the unit portfolio in which it sells units, or in each such unit portfolio, if there are two or more; (2) the date on which every such unit portfolio was established and the number of units into which every such unit portfolio is divided; (3) full particulars of all immovable property owned by every fixed property company of which there are securities included in any such unit portfolio, including a description of each individual property so owned, its situation, and an estimate of the annual income and expenditure likely to be derived from and incurred in connection therewith; (4) the total cost to the management company of the securities in and of each fixed property company which are included in any such unit portfolio; (5) the price at which units in every such unit portfolio are sold by the management company. (f) Whenever a registered management company in property shares alters the composition of any unit portfolio in which units have been sold, by adding to it further underlying securities or by dealing with existing underlying securities in any manner contemplated in the Act, the management company shall within two months after any such alteration has taken place, furnish to the registrar a statement setting forth - (1) full details as to any securities in and of any fixed property company which have been added to or included in any such unit portfolio as a result of such alteration; (2) the date upon which such alteration took place and the number of units into which any such unit portfolio is divided after the alteration; (3) full particulars of all movable property owned by ever fixed property company securities of which have been added to or included in any such unit portfolio as a result of the alteration; (4) the total cost to the management company of the securities in and of each fixed property</p>	<p>Registrar of Units Trusts.</p>
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	<p>company which have been added to or included in any such unit portfolio as a result of the alteration in its composition;</p> <p>(5) If such alteration has taken place in consequence of the sale, by the management company, of any of the underlying securities comprised in any such unit portfolio, then the cost to the management company of the underlying securities so sold and the amount of the net proceeds of the sale; and (6) the price at which units in any such unit portfolio will thereafter be sold by the management company.</p> <p>(g) Section 33 (1) provides that every management company in property shares shall, at least once in every calendar year, furnish to every holder of a unit certificate in the unit trust scheme managed by that company, and to the registrar, a balance sheet and an income and expenditure account, duly audited, and such other statements as may be necessary, in regard to the operation of that scheme during the period which ended not more than two months prior to the date upon which such balance sheet, account and statements are so furnished, and in regard to the company's position as at the end of that period, reflecting <i>inter alia</i>—(1) the management company's capital resources actually employed or immediately available for employment for the purposes of the scheme; (2) the amount actually invested or employed by the management company from its own resources in every unit portfolio; (3) in respect of each unit portfolio, the amount of cash held in the unit portfolio, and the total value of each of the several securities included in that unit portfolio, and the value of each of those securities expressed as a percentage of the total value of assets in the unit portfolio concerned; (4) the amount of the dividends and interest and any other income for distribution which have accrued to the underlying securities comprised in every unit portfolio, indicating the classes of income and the amount derived from each class, and how the income has been or is intended to be allocated, mentioning specifically the amount, if any, retained and invested in the scheme in respect of depreciation of assets; (5) The amount of the proceeds of capital gains, rights and bonus issues and any other accruals and receipts of a capital nature which have been or are to be invested in the scheme for the benefit of unit certificate holders, indicating the classes thereof and the amount derived from each class, but excluding amounts derived from the sale of units; (6) the total amount derived from the sale of units, indicating the total amount paid in respect of compulsory charges, and the total amount, if any, paid in respect of the repurchase of units; (7) the management company's income derived from all sources in the operation of the scheme, indicating the sources and the amount derived from each such source, and its net profit or loss derived from such operation; (8) in respect of each unit portfolio, a review of fluctuations in the prices per single unit during the period in question; and (9) if amounts are retained in respect of depreciation of assets, the basis applied during the period in question for such depreciation.</p> <p>(h) Section 33 (2) provides that every management company in property shares shall furnish to every holder of a unit certificate in the unit trust scheme managed by it, and to the registrar, together with the documents referred to in subsection (1), a balance sheet and an income and expenditure account, duly audited, relating to a period, which ended upon a date not more than two months prior to the date upon which such balance sheet and account are furnished, in respect of— (1) in the case of the registrar, every fixed property company shares of which are held in any unit portfolio; and (2) in the case of such holder, every fixed property company shares of which are held in any unit</p>	
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		<p>portfolio in which such holder owns units on the first-mentioned date.</p> <p>(i) Section 33 (4) provides that a management company shall in addition, within a period of 30 days after receipt of a written request from the registrar, or within such further period thereafter as the registrar may allow, lodge with the registrar such further information and explanations in connection with any balance sheet, account or statement referred to in subsection (1) or (2), as may be specified in the request.</p> <p>(j) Section 33 (5) provides that every management company shall, in accordance with the regulations, lodge with the registrar - (1) copies of all advertisements, brochures and pamphlets published or proposed to be published by the management company or any of its authorized agents, and of all proposed additions thereto and variations thereof, signed and certified in the prescribed manner by or on behalf of the directors of the management company: Provided that the registrar may exempt the management company to such extent and on such conditions as he may deem fit, from the obligation to lodge with him a copy of any such advertisement, brochure or pamphlet, prior to its publication; (2) a copy of every return or notice which the management company is required to furnish to the Registrar of Companies under section 216 (2) of the Companies Act 61 of 1973. (3) Section 34 (1) provides that the undermentioned particulars shall be disclosed in any price list, advertisement, brochure or similar document published by a management company or any of its authorized agents, and at his request to every prospective purchaser of units from the company, namely- (3.1) the number and nominal value of each of the several underlying securities comprised in each of its unit portfolios; (3.2) whether or not the management company undertakes to repurchase units from the holders thereof and, if so, the terms and conditions on which such repurchase will take place.</p> <p>(k) Section 34 (2) provides that there shall further be disclosed in any price list, advertisement, brochure or similar document published by a management company or any of its authorized agents, and the management company shall also bring up in its accounts, details of all immovable property held by every fixed property company of which there are shares included in any of its portfolios, showing separately, in the case of each such property, the net price or valuation at which it was acquired by the fixed property company concerned, and any other expenditure incurred by the company in connection with the acquisition thereof, such as agents' commission and transfer costs. (l) Section 34 (3) provides that the registrar may in his discretion, and subject to such conditions as he may deem fit, exempt a management company or any of its authorized agents from the obligation to comply with any provision of subsection (1) or (2) in respect of any advertisement, brochure, pamphlet or similar document the scope of which is confined to one or more of the following matters, namely- (1) stating the name and type of the unit trust scheme; (2) describing and commending the class of investment authorized; (2.1) indicating the minimum amount which can be invested under the scheme; (2.2) stating that full information can be obtained on application at a given address. (m) Section 34 (4) provides that a management company of a unit trust scheme in property shares shall not- (1) introduce into or have in a unit portfolio shares in a fixed property company an asset of which is pledged, hypothecated or otherwise encumbered (other than by a praedial</p>	
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		servitude or leasehold approved by the registrar as contemplated in paragraph (b) of the definition of 'fixed property company' in section 1) or which is liable under a guarantee to discharge the liabilities of any other person in the event of the failure of that person to do so; and (2) sell to or place in a unit portfolio shares in a fixed property company at a price which exceeds the price actually paid by the management company therefor: Provided that this paragraph shall not be construed as prohibiting the management company from taking into account any appreciation in the value of shares in determining the aggregate value of the underlying securities comprised in a unit portfolio.	
Value Added Tax	Act 89 of 1991 Sections 55 and 57A	(a) The Act provides for taxation in respect of the supply of goods and services and the importation of goods and matters connected therewith. (b) Section 55 provides that every vendor shall keep such books of account or other records as may enable him to observe the requirements of the Act and enable the Commissioner to satisfy himself that the vendor has observed such requirements, and every vendor shall, in particular keep the following records and documents - (1) a record of all goods and services supplied by or to the vendor showing the goods and services, the rate of tax applicable to the supply and the suppliers or their agents, in sufficient detail to enable the goods and services, the rate of tax, the suppliers or the agents to be readily identified by the Commissioner, and all invoices, tax invoices, credit notes, debit notes, bank statements, deposit slips, stock lists and paid cheques relating thereto: Provided that a vendor's records do not have to show the rate of tax where the vendor has been authorised by the Commissioner to calculate the tax payable by him in accordance with a method prescribed by regulation, as contemplated in section 16 (1); (2) a record of all importations of goods and documents relating thereto as contemplated in section 16 (2) (d); (3) the charts and codes of account, the accounting instruction manuals and the system and programme documentation which describe the accounting system used in each tax period in the supply of goods and services; (4) any list required to be prepared in accordance with section 15 (9); and (5) any documentary proof required to be obtained and retained in accordance with section 11 (3). (c) Section 57A provides that the Commissioner or any officer may require a vendor or any other person to furnish such information, documents or things as the Commissioner or such officer may require (to inspect, audit, examine or obtain).	Commissioner for South African Revenue Service.
Skills Development Levies	Act 9 of 1999	(a) The Act provides for the imposition of a skills development levy and for matters connected therewith. (b) The Act contemplates that an employer shall keep records and/or information to which the Act relates. In the case of any employer, these records and/or information would appear to be those relating to registration for payment of the levy imposed by the Act and the payment of the levy. (c) The Act would not appear to require banks and insurance companies to keep any specific records.	Inspectors.
The Usury Act	Act 79 of 1968	The Act provides for the limitation and disclosure of finance charges levied in respect of money lending transactions and for matters incidental thereto. (b) Section 3 (1) provides that a moneylender carrying on the business of money lending or	Credit receiver

	Sections 3 and 10	<p>his authorized representative shall, on demand before the conclusion of any money lending transaction in connection with which finance charges are or will be payable, furnish separately, distinctly and in writing to the prospective borrower, and, whether or not any such demand is made, shall set out separately and distinctly in every instrument of debt executed in respect of any such transaction, in so far as the same may be known and determinable, the following particulars: (1) the cash amount in money actually received by or on behalf of the borrower or which will be received by or on behalf of the borrower or prospective borrower; (2) all other charges, shown separately, forming part or which will form part of the principal debt; (3) the principal debt, that is, the sum of the amounts referred to in paragraphs (a) and (b) (of this subsection); (4) the amount in rand and cents of the finance charges calculated at the annual finance charge rate mentioned in paragraph (e) (of this subsection); (5) the annual finance charge rate; and (6) as the case may be, the date upon which or the number of instalments in which the principal debt together with the finance charges must be paid, the amount of each instalment and the date upon which each instalment must be paid or the manner in which that date is determined. (c) Section 3 (2A) provides that a lessor who transacts leasing transactions in the normal course of his business or his authorized representative shall, on demand before the conclusion of any leasing transaction, furnish separately, distinctly, and in writing to the prospective lessee and, whether or not any such demand is made, shall set out separately and distinctly in every instrument of debt executed in connection with any such transaction, the following particulars: (1) The cash price at which the movable property leased or to be leased is normally sold by the lessor on the date on which such transaction is concluded or, where the lessor is not a trader normally selling any such movable property, the market value of such movable property or, when applicable, the money value determined in terms of section 6K in respect of such movable property; (2) the cash amount in money or the reasonable value of property deducted or to be deducted at the conclusion of the transaction from the cash price, market value or money value referred to above; (3) the present value of the book value of the leased property deducted or to be deducted at the conclusion of the transaction from the cash price, market value or money value referred to above; (4) the book value of the leased property; (5) in so far as the same is known and determinable- (5.1) all other charges forming part or which will form part of the principal debt; (5.2) the principal debt, that is, the sum of the amounts referred to above less the sum of the amounts referred to above; (5.3) the amount in rand and cents of the finance charges calculated at the annual finance charge rate stated above; (5.4) the annual finance charge rate; (5.5) The date with effect from which finance charges are to be paid by the lessee; and (5.6) as the case may be, the date upon which or the number of instalments in which the principal debt together with the finance charges must be paid, the amount of each instalment and the due date of each instalment or the manner in which the date is determined. (d) Section 10 provides that a credit grantor or lessor shall furnish a credit receiver or lessee with a copy of an instrument of debt which must contain certain information.</p>	
Participation	Act 55 of	(a) The Act consolidates the laws relating to the securing of the rights of holders of participations in certain mortgage	Registrar

Bonds	1981 Section 5	bonds and matters incidental thereto. (b) Section 5 provides that every manager shall at its registered office or its or his place of business or such other place or places as the registrar may approve on such conditions as he may determine, keep a register, which shall be subject to annual audit, and in which shall be recorded- (1) the particulars of each participation bond; (2) the amount owing from time to time by the mortgagor under such bond; (3) the names of the participants in such bond and the extent of their participations from time to time as well as all amounts repaid to participants in respect of their participations; and (4) the rules of the scheme in which such bond are included.	
Pension Funds	Act 24 of 1956 Sections 15 and 35	(a) The Act provides for the registration, incorporation, regulation and dissolution of pension funds and for matters incidental thereto. (b) Section 15 provides that every registered fund shall within six months as from the expiration of every financial year furnish to the registrar such statements in regard to its revenue, expenditure and financial position as may be prescribed by regulation, duly audited and reported on by the auditor of the fund. (c) Section 35 (1) provides that every registered fund shall deliver to any member on demand by such member, and on payment of such sum as may be determined by the rules of the fund, a copy of any of the following documents, that is to say- (1) the rules of the fund; (2) The last revenue account and the last balance sheet prepared in terms of sub-section (1) of section fifteen. (d) Section 35 (2) provides that any member shall be entitled to inspect without charge at the registered office of a registered fund, a copy of any of the following documents and make extracts therefrom, that is to say- (1) the documents referred to in sub-section (1); (2) the last report (if any) by a valuator prepared in terms of section sixteen; (3) the last statement (if any) and report thereon prepared in terms of section seventeen; (4) any scheme which is being carried out by the fund in accordance with the provisions of section eighteen.	Registrar of pension funds Members of pension funds.
Income Tax	Act 58 of 1962 Sections 70, 71 and 73B	(a) The Act consolidates the law relating to the taxation of incomes and donations and matters related thereto. (b) Section 70 provides that where, during any period of twelve months ending on the last day of February in any year, any interest has become due by any company upon or in respect of debentures, debenture stock, loans or advances, the company shall, within a 30 days after the end of such period or within such further period as the Commissioner may allow, furnish the Commissioner with a return giving - (1) the full name and address; and (2) in the case of - (2.1) any natural person, his or her identification number: Provided that where he or she is not in possession of a South African identity document, any other form of identification; or (2.2) any person other than a natural person, the registration number, (2.3) of each person to whom such interest became due and the amount of such interest. (c) Section 71 provides that every bank carrying on business in the Republic or company dealing in or negotiating bearer warrants shall keep a record of all payments in respect of interest or dividends made to any person by means of bearer warrants, and shall in such manner and form and at such times as may be prescribed or as the Commissioner may require, furnish particulars of such payments. (d) Section 73B provides that a person shall retain all records required to determine the taxable capital gain or assessed capital loss of	Commissioner for South African Revenue Service.

		that person for a period of four years from the date on which the return for that year of assessment was received by the Commissioner.	
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28.01.2003

Gavin Candy
trading as
MANUAL for
CDI Sales Spa & Pool Centre

In terms of the
PROMOTION OF ACCESS TO INFORMATION ACT No. 2 of 2000
(hereinafter referred to as "the Act")

Introduction

The Promotion of Access to Information Act No 2 of 2000 gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. Where the request is made in terms of the Act, the body to which the request is made is obliged to release the information, except where the Act, expressly provides that the information may not be released. The Act sets out the requisite procedures associated with any such request. Section 9 of the Act recognises that the exercise of such access to information rights can be limited, and should be subject to limitations where it poses a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Section 51 (1) (a)

Business Name	: Gavin Candy trading as CDI Sales Spa & Pool Centre
Registered Office	: 110 Mitchell Street, George, 6529
Postal Address	: P. O. Box 404, George, 6530
Proprietors	: Gavin Candy, Lorraine Candy
Contact Person	: Lorraine Candy
Telephone	: 044 873 3780
Facsimile	: 044 874 7602
Email address	: cdisales@mwweb.co.za

Section 51 (1) (b)

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

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 :

1. Skills Development Act No. 97 of 1998
2. Skills Development Levies Act No. 9 of 1999
3. Basic Conditions of Employment Act No. 75 of 1997
4. Labour Relations Act No. 66 of 1995 as amended
5. Unemployment Insurance Act No. 30 of 1966
6. Employment Equity Act No. 55 of 1998
7. Occupational Health and Safety Act No. 85 of 1993
8. Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
9. Environment Conservation Act No. 73 of 1989
10. Health Act No. 63 of 1977
11. Companies Act No. 61 of 1973
12. Income Tax Act No. 58 of 1962
13. Value Added Tax Act No. 89 of 1991
14. Insolvency Act No. 24 of 1936
15. Promotion of Access to Information Act No. 2 of 2000

Section 51 (1) (e)

Records available (only on request to access in terms of the Act)

- | | | |
|------------------------|---|---|
| 1. Personnel Records | : | Availability to be determined upon receipt of request |
| 2. Company Records | : | Availability to be determined upon receipt of request |
| 3. Customer Records | : | Availability to be determined upon receipt of request |
| 4. Supplier Records | : | Availability to be determined upon receipt of request |
| 5. Statistical Records | : | Availability to be determined upon receipt of request |
| 6. Financial Records | : | Availability to be determined upon receipt of request |

The relevant records of a public nature provided in terms of the following Acts are held on site.

Section 53 (1)

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the Proprietor of CDI Sales Spa & Pool. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request. The Proprietor will make a decision whether to grant the request. The prescribed fee for processing the request will be required prior to

undertaking the search, reproduction and preparation of any document. Records which, could be deemed confidential on the part of a third party, will need the permission of the third party concerned before CDI Sales Spa & Pool will permit access to view.

Section 53 (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) © is R1,10 for every photocopy of an A4-size page of 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	R	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R	0,75
(c) For a copy in a computer-readable form on -		
i. stiffy disc	R	0,75
ii. compact disc	R	70,00
(d) i. For a transcription of visual images for an A4-size page or part thereof	R	40,00
ii. For a copy of visual images	R	60,00
(e) i. For a transcription of an audio record for an A4-size page or part thereof	R	20,00
ii. For a copy of an audio record	R	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R 50,00
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	R	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R	0,75
(c) For a copy in a computer-readable form on -		
iii. stiffy disc	R	7,50
iv. compact disc	R	70,00
(d) i. For a transcription of visual images for an A4-size page or part thereof	R	40,00
ii. For a copy of visual images	R	60,00
(e) i. For a transcription of an audio record for an A4-size page or part thereof	R	20,00
ii. For a copy of an audio record	R	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.		
- (2) For purposes of section 54(2) of the Act, the following applies :

(a) six hours as the hours to be exceeded before a deposit is payable; and
(b) one third of the access fee is payable as a deposit by the requester
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

**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 : _____
Tel 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 all 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 portfolio 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 you, 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 searching for and preparing 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 : _____

Form of access to records

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.

- (e) Compliance with your request in the specified form may depend on the form in which the record is available.
 (f) 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.
 (g) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form :

- ☐ copy of record*
☐ inspection of record

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

- ☐ view the images
☐ copy of the images*
☐ transcription of the images*

3. If record consists of recorded words or information, which can be reproduced in sound

- ☐ listen to the soundtrack (audio cassette)
☐ transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form

- ☐ printed copy of record
☐ printed copy of information derived from the record*
☐ copy in computer readable form* (stiffy or compact disc)

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Postage is payable (tick applicable box)

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 _____

Promotion Of Access To Information Disclosure

Company Name	Idleways Properties cc (Reg. No. 1997/061041/23)
Business Type	Dormant
Capital	Choose not to disclose
Management and Share holding	D.A. Wiggill 100% Share holding.
Staff	Nil.
Information Officer	DA Wiggill
Deputy Information Officer	EB Dunn
Contact Details	Idleways Properties cc 470 Bartle Road, Umbilo, Durban. South Africa P.O. Box 41591, Rossburgh, 4072 Tel +27 31 266-9301 Fax +27 31 206-1995

Promotion Of Access To Information Disclosure

Company Name	Penpick Properties cc (Reg. No. 1985/002400/23)
Business Type	Property Rental
Capital	Choose not to disclose
Turnover	Choose not to disclose
Management and Share holding	D.A. Wiggill - Managing Member 100% Share holding.
Staffing	Nil.
Information Officer	DA Wiggill
Deputy Information Officer	EB Dunn
Contact Details	Penpick Properties cc 470 Bartle Road, Umbilo, Durban. South Africa P.O. Box 41591, Rossburgh, 4072 Tel +27 31 206-1999 Fax +27 31 206-1995

Promotion Of Access To Information Disclosure

Company Name	Aronel cc (Reg. No. 1993/027687/23) Established 1990 as Boumat International (Pty) Ltd. Management buyout in 1993.
Business Type	Export
Export Markets	Malawi, Zambia, Zimbabwe, Tanzania, Uganda, Angola and Mozambique.
Export Percentage	100%. A small percentage of sales are to other South African exporters.
Capital	Choose not to disclose
Turnover	Choose not to disclose
Management and Share holding	D.A. Wiggill - Managing Member 100% Share holding.
Staffing	8 in ZAR plus 1 resident rep in Zimbabwe.
Selling Points	Exclusive agencies to a number of high quality products, experienced staff and respected in target market areas.
Product Range	A basket of products related to the hardware and building industries
Major Customers	Major stockists and re-sellers, and in certain cases, selected contractors in target market Areas.
Information Officer	DA Wiggill
Deputy Information Officer	EB Dunn
Contact Details	Aronel cc 470 Bartle Road, Umbilo, Durban. South Africa P.O. Box 41591, Rossburgh, 4072 Tel +27 31 206-1999 Fax +27 31 206-1990 E-mail: info@aronel.co.za Web site http://www.aronel.co.za

**Y.A. NANA
ATTORNEYS**

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

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1. INTRODUCTION

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

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

Any requestor is advised to contact MR. Y.A. NANA should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Y.A. NANA ATTORNEYS.

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

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

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

Name of body	Y.A. NANA ATTORNEYS
Partner and appointed information Officer:	MR. Y.A. NANA
Address	59 RISSIK STREET, KRUGERSDORP 1740
Postal Address	P.O. BOX 9514 AZAADVILLE 1750
Telephone	(011) 953 4010
Fax	(011) 953 4036

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

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

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

PAIA Unit
The Research and Documentation Department
Private bag 2700
HOUGHTON
2041

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

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

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

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

Y.A. NANA ATTORNEYS keeps information/documents in accordance with the following legislation:-

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

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

Y.A. NANA ATTORNEYS holds the information/documents listed herein below:-

- Details relating to the operational, commercial and financial interests of Y.A. NANA ATTORNEYS.
- Commercial contracts
- Client data base (personal information of clients commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Y.A. NANA ATTORNEYS personnel Report
- Human Resources (personal information of past, present and prospective employees and partners)
- List of trademarks and pending applications
- Insurance policies
- Rules and Regulations relating to the pension fund

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

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

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

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

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

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

Information Manual

for

SIEMENS LIMITED

(Including its subsidiaries)

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

INTRODUCTION

The Promotion of Access to Information Act, No of 2000, (hereinafter referred to as "AIA") promulgated on 3 February 2000, provides a statutory right of access to records of both public and private bodies that are required for the exercise or protection of rights. This statutory right is however subject to justifiable limitations, including but not limited to, limitations aimed at the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance in a manner which balances that right with any other rights. The AIA further establishes voluntary and mandatory mechanisms or procedures to give effect to this statutory right of access to records in a manner, which enables persons to obtain access to records as swiftly and inexpensively as possible.

The AIA is intended to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information. It further aims to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

To enable a person to gain access to the records or information he/she requires for the exercise or protection of a right, public as well as private bodies are required by the AIA to publish a manual containing certain prescribed information.

PART ONE

Siemens Group provides services and products in relation to power generation, power transmission and distribution, transportation systems, automation and drives, components, mobile devices, medical solutions, information and telecommunication networks and products, business process and IT outsourcing and partnering, E-business solutions, mining solutions and technology, mobile networks, IT services, maintenance and support as well as financial services.

The Siemens Group comprises the following South African companies:

<u>Name</u>	<u>Registration Number</u>	<u>Chief Executive Officer</u>
Siemens Limited	1923/007514/06	Dr. K B F Döring
Siemens Telecommunications (Pty) Ltd	1993/005743/07	Mr. A.F.M da Silva
Siemens Business Services Holdings (Pty) Ltd	2001/007213/07	Mr. K B F Döring
Siemens Business Services (Pty) Ltd	1972/014374/07	Mr. R Gögele
Siemens Financial Services (Pty) Ltd	1984/002651/07	Mr. A M Boehler
Siemens Real Estate Management (Pty) Ltd	1987/060174/07	Mr. L van der Walt
Siemed Services (Pty) Ltd	2001/020371/07	Mr. B White

1. Contact Details**1.1 Addresses and Contact Numbers****Physical**

Siemens Park
300 Janadel Avenue
Halfway House
1685

Postal

Private Bag X71
Halfway House
1685

Information Officer

Mr. M Snoek
Private Bag X71
Halfway House
1685
Telephone Number: (011) 652 2000
Facsimile Number: (011) 652 2150
E-mail: m.snoek@siemens.com

1.2 Human Rights Commission Guide

The South African Human Rights Commission has published a guide in all the official languages, which contains information on how to use the act and what the public's rights are. This guide can be obtained from the following address:

***PAIA Unit (The Research and Documentation Department);
Private Bag X2700; Houghton, 2041.
Telephone Number: (011) 484 8300
Facsimile Number: (011) 484 1360
Website: www.sahrc.org.za
E-mail Address: PIAI@sahrc.org.za***

PART TWO**2.1 Records available without request**

The following information regarding Siemens Group is available on www.siemens.co.za, namely:

- History of Group;
- Company Profile;
- Business Segments;
- Associate Companies;
- Regional Initiatives;
- Corporate Citizenship;
- Provincial Information;
- Advertising Showcase;
- Quality Assurance;
- Products and Services;
- Financial Report;
- Annual Financial Statements;
- Press Releases;
- Press Pictures;
- Events Calendar;
- Jobs and Careers;
- Benefits and Culture;
- Training Programs and Bursaries

2.2 Records kept in terms of other legislation

Category	Legislation
Human Resources	Basic Conditions of Employment Act, No 3 of 1983 Compensation For Occupational Injuries and Deceases Act, No 130 of 1993 Employment Equity Act, No 55 of 1998 Unemployment Insurance Act, No 63 of 2001 Occupational Health and Safety Act, No 85 of 1993 Skills Development Levies Act, No 9 of 1000 Wages Act, No 5 of 1957 Workmen's Compensation Act, No 30 of 1941 Labour Relations Act, No 66 of 1995
Accounting and Finance	Income Tax Act, No 58 of 1962 Stamp Duties Act, No 77 of 1968 Value Added Tax Act, No 89 of 1991
Environmental	National Environmental Management Act, No 107 of 1998
Company Secretarial	Companies Act, No 61 of 1973

2.3 Records held by Siemens Group

Subject	Category
Business Services	
Helpdesk Support	Value Proposition End User Problems Problem Management Process Management Services
Server Support Services	Administration of File and Print Services and Users Configuration Management Change Management Performance Management Capacity Management Installation Services Data Management Software Distribution Services Workstation/Desktop Services
Procurement	Purchasing

<u>Subject (continued)</u>	<u>Category (continued)</u>
Company Secretarial	Annual General Meetings Company Certificates Company Statutory Records Financial Records Signature Mandates Group Information General Correspondence
Corporate Communications	Photographic Library Video Library Sales and Promotions Literature Functions Corporate Responsibilities Associations Press Releases
Energy and Industry/Components/ Medical Solutions Business Units	Portfolios of applicable business units Management Reviews Management Systems Sales Projects Procurement Supply Chain Management Process Flows and Procedures Environment Health and Safety Logistics General Correspondence Import and Export
Financial Services	Project and Export Finance Risk analysis Leasing
Finance and Accounting	Procedures Debtors Creditors Banking Forecasting and Budgeting Reconciliation Taxation
Information Technology	Regulations Procedures Instructions Standards Anti-Virus Protection Security Procedures IT Policies
Internal Audit	Plans Investigations Reports

<u>Subject (continued)</u>	<u>Category (continued)</u>
Legal	Legislation Agreements Correspondence Licenses Litigation IPR Power of Attorneys
Real Estate Management	Procedures Reports Compliance Certificates General Correspondence Site Plans and Drawings Title Deeds
Resource Management	Procedures Recruitment Employee data Agreements Development and Training General Correspondence Company policies Medial Aid data Pension Fund data
Strategic Services	Reports Research
Telecommunication Services	
Pre-acquisition	Customers Marketing Brochures Press Releases
Acquisition	Procedures Technical Quotations and Tenders Contract Info Sales Meetings
Design and Dimension	Proceedings Technical Configuration Management Financial Data
Logistics	Procedures Purchasing Inbound Outbound Master Planning Schedule Reports
Implementation	Procedures

<u>Subject (continued)</u>	<u>Category (continued)</u>
After Sales Services	Assembly Installations Procedures Contracts Records Reports
Management of Accounts	Procedures Records General Correspondence
Management of Projects	Procedures Records General Correspondence
Management of Services	Procedures Records General Correspondence
Knowledge Management	Procedures

PART THREE

3.1 Form of Request

- 3.1.1 The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic e-mail address as indicated in section 1.1 above.
- 3.1.2 The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access it 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.
- 3.1.3 Any request for access to records in terms of the AIA must be completed on the prescribed form in terms of the said act and the regulations thereto.
- 3.1.4 The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 3.1.5 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request.

3.2 Fees

- 3.2.1 A requester who seeks access to a record containing information about that requester is not required to pay a fee. Every other requester, who is not a personal requester, must pay the required request fee.
- 3.2.2 The head of the company 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 application to court against the tender or payment of the requested fee.
- 3.2.3 After the head of the company has made a decision on the request, the requester will be notified in the required form.

- 3.2.4 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.
- 3.2.5 The prescribed forms and fee structure are available on the following websites:
- 3.2.5.1 South African Human Rights Commission www.sahrc.org.za; and
- 3.2.5.2 Department of Justice and Constitutional Development www.doj.gov.za (under "regulations".)

PART FOUR

Availability of the Manual

Siemens Group's manual is available for inspection free of charge at the physical address of the company depicted under section 1.1 above. Alternatively a copy may be obtained from the Human Rights Commission. (See contact details in section 1.2 above.)



CAPE TECHNIKON

MANUAL

CONTAINING

POLICY AND GUIDELINES ON ACCESS TO INFORMATION

THIS MANUAL IS AVAILABLE IN THE FOLLOWING THREE OFFICIAL LANGUAGES:

**AFRIKAANS
ENGLISH
XHOSA**

MISSION STATEMENT

The Cape Technikon, an accessible centre of excellence in higher education, provides and facilitates high-level career and technology education and training in partnership with all its stakeholders.

Its aim is to encourage the development of individual creativity, the acquisition of skills and the expansion of knowledge for national, regional and personal growth.

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INTRODUCTION

Section 32(1)(a) of the South African Bill of Rights in the South African Constitution gives every person the right to access to information. The Promotion of Access to Information Act, 2000 (hereinafter referred to as 'the Act') gives effect to the constitutional right to have access to information. The Act is based on the values of transparency and accountability.

As with all other fundamental rights contained in the Bill of Rights, the right to access to information is not absolute. It may be limited in terms of section 36 of the Bill of Rights, to the extent that limitations are reasonable and justifiable in an open and democratic society, based on the fundamental values of human dignity, equality and freedom.

The Cape Technikon has drafted this policy in order to define the rights of persons to have access to any records, regardless of form or medium, in the possession or under the control of the Technikon. It furthermore contains the procedures that must be followed by any person wishing to gain access to such information, and the applicable fees that are payable.

GENERAL INFORMATION

Institution:	CAPE TECHNIKON
Rector & Vice-Chancellor:	Dr M M Balintulo
Postal address:	P. O. Box 652 Cape Town 8000
Street address:	Keizergracht Cape Town 8001
Electronic mail address of Information Officer:	registrar@ctech.ac.za
Phone number:	+27 21 460-3241
Fax number:	+27 21 460-3695

DEFINITIONS

Terms used in this manual are consistent with the definitions contained in the Act, unless the context determines otherwise, and include:

‘Evaluative material’ means an evaluation or opinion prepared for the purpose of determining:

- a) The suitability, eligibility or qualifications of the person to whom the evaluation or opinion relates:
 - i) for employment or for appointment to office;
 - ii) for promotion in employment or office or for the continuance in employment or office;
 - iii) for removal from employment or office; or
 - iv) for the awarding of a scholarship, award, bursary, honour, or similar benefit; or
- b) Whether any scholarship, award, bursary, honour or similar benefit should be continued, modified, cancelled or renewed.

‘Information Officer’ means the Rector and Vice-Chancellor as the Chief Executive Officer, or the person who is acting as such.

‘personal information’ means information about an identifiable individual, including but not limited to:

- a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the individual;
- b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) any identifying number, symbol or other particular assigned to the individual;
- d) the address, fingerprints or blood type of the individual;
- e) the personal opinions, views, or preferences of the individual, except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual;
- f) correspondence sent by the individual that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- g) the views and opinions of another individual about the individual;
- h) the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual, but excluding the name of the other

- individual where it appears with the views or opinions of the other individual; and
- i) the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual.

‘Record’ means any recorded information, regardless of form or medium, in the possession or under the control of the Technikon, and whether or not it was created by the Technikon.

‘Student’ refers to an individual, who is registered for any programme at the Technikon, or who is in between academic terms and is eligible for re-enrolment.

‘The Act’ means the Promotion of Access to Information Act, 2000.

‘The Technikon’ means the Cape Technikon, established as a technikon in terms of section of the Higher Education Act, No. of 1997, as amended.

‘Third party’, in relation to a request for access to a record of the Technikon, means any person other than the requester concerned or a public body.

SECTION A: GENERAL POLICY AND GUIDELINES ON ACCESS TO INFORMATION

INTRODUCTION

The Information Officer for the Technikon is the Rector and Vice-Chancellor. The Act confers powers and imposes duties on the Information Officer.

Deputy information officers have been appointed, and power has been delegated to them in order to ensure that there are sufficient resources to make information, held by the Technikon, as accessible as reasonably possible for requesters of such information. Deputy information officers will receive requests for information and will decide, in accordance with the provisions of the Act and this policy, whether or not to provide that information to the requester.

The deputy information officers of the Technikon are:

Deputy Information Officer	Record
1. The Registrar A. J. van Gensen Tel: 021 460-3241 Fax: 021 460-3695 e-mail: vangensena@ctech.ac.za	Operations records Student records
2. Chief Director: Human Resources P. Morris Tel: 021 460-3339 Fax: 021 460-3693 e-mail: morrisp@ctech.ac.za	Personnel records Campus records
3. Chief Director: Finance P. Slack Tel: 021 460-3358 Fax: 021 460-3936 e-mail: slackp@ctech.ac.za	Financial and Commercial records
4. Dean: Faculty of Applied Sciences Prof L Slammert Tel: 021 460-3219 Fax: 021 460-3905 e-mail: lslammert@ctech.ac.za	Faculty records
5. Dean: Faculty of Built Environment and Design Ms M. Hagen Tel: 021 460-3739 Fax: 021 460-3553 e-mail: hagenm@ctech.ac.za	Faculty records

6. Dean: Faculty of Business Informatics**Prof G. Erwin**

Tel: 021 460-3231

Fax: 021 460-3719

email: erwing@ctech.ac.za

Faculty records**7. Dean: Faculty of Education****Prof M Robinson**

Tel: 021 680-1501

Fax: 021 680-1504

email: mrobinson@ctech.ac.za

Faculty records**8. Dean: Faculty of Engineering****Prof N. Beute**

Tel: 021 460-3657

Fax: 021 460-3705

email: nbeute@ctech.ac.za

Faculty records**9. Dean: Faculty of Management****Prof M. S. Bayat**

Tel: 021 460-3639

Fax: 021 460-3927

email: bayats@ctech.ac.za

Faculty records**10. Dean of Research & Development****Prof F. Dakora**

Tel: 021 460-3127

Fax: 021 460-3887

email: dakoraf@ctech.ac.za

Research records**11. Director: Marketing Communication & Development Alumni records****G. Masoek**

Tel: 021 460-3785

Fax: 021 460-3692

e-mail: georgem@ctech.ac.za

1. GENERAL

- 1.1 The Technikon will maintain only relevant information, which is necessary for the achievement of its objectives, and information, which it is authorised or required by law to maintain.
- 1.2 The Technikon will periodically review the information, which it holds, to ensure that all records maintained are accurate, relevant and complete.
- 1.3 The Technikon has a duty to ensure reasonable protection of privacy, commercial confidentiality, and good governance. In order to fulfil this duty, it will keep secure all personal, confidential and other relevant information, and will ensure that no information is transferred inside or outside the Technikon, unless such transfer is in accordance with the requirements of the Act and this policy.

2. DUTIES OF INFORMATION OFFICER

- 2.1 The Information Officer shall appoint deputy information officers and delegate his/her powers to such deputy information officers in writing.
- 2.2 The Information Officer shall cause her/himself and all deputy information officers to be properly trained to enable them to fulfil all their obligations in terms of the Act.
- 2.3 The Information Officer shall cause a manual to be compiled in three official languages. The information contained in the manual shall include, but not be limited to:
 - (a) contact details of the information and deputy information officers;
 - (b) details on how to request access to information;
 - (c) a description of the subjects on which the Technikon holds records and the categories of records held on each subject;
 - (d) information, which is automatically available without a person having to request access in terms of the Act.
- 2.4 The Information officer shall cause records to be kept of the number of:
 - Requests for access received
 - Requests for access granted fully or in part
 - Requests for access denied fully or in part
 - Applications made to court on the ground that a request was dismissed.
 - Instances in which the time periods stipulated in the Act were extended in terms of the Act.

3. DUTIES OF DEPUTY INFORMATION OFFICERS

- 3.1 Once a deputy information officer has received a request for access to a particular record held by the Technikon, he/she will take all reasonable steps necessary to preserve that record until:
- (a) such time as the request has been granted or denied;
 - (b) the periods for making an application to court or appeal against the outcome of such application, have expired;
 - (c) the application to court, or appeal against the outcome of such application, has been finally determined.
- 3.2 When a deputy information officer has received a request for access to a particular record, he/she will make a decision whether to grant access to such record within a period of thirty days of receiving such request.
- 3.3 If a deputy information officer fails to give a decision on a request for access to information within thirty days of such request being received, then such request is deemed to have been refused, and the requester may take further recourse as provided for in the Act.

4. REQUESTS FOR ACCESS TO INFORMATION

- 4.1 Any individual may request and be informed whether the Technikon maintains records on them. Any such enquiry must be made in writing (or electronically) to the relevant deputy information officer. Such enquiry must be accompanied by the relevant fees, where applicable.
- 4.2 Any individual may request to inspect the records, which the Technikon maintains on them. Such request must be made in writing (or electronically) on the prescribed form, to the relevant deputy information officer, accompanied by the relevant fees, where applicable.
- 4.3 Individuals, on whom the Technikon maintains records, have the right to request correction of facts, deletion of errors or additions to be made to such records. Such request must be made in writing (or electronically) to the relevant deputy information officer.
- 4.4 Any person, including a third party, requiring information, which is held by the Technikon, may request access to such information. Such request must be made in writing (or electronically) on the prescribed form, to the relevant deputy information officer, accompanied by the relevant fees, where applicable.
- 4.5 The Technikon, through its deputy information officer may refuse access to any record, which is regarded as personal or confidential according to the

Act.

- 4.6 The Technikon, through its deputy information officer, will refuse access to any record, the disclosure of which could reasonably be expected to endanger the life or physical or psychological safety of any individual.

5. PROCEDURE FOR REQUESTS FOR ACCESS TO INFORMATION

- 5.1 A request for access to information must be made to the relevant deputy information officer on the prescribed form, *Application for Access to a Record* (See Annexure 1). The requester must provide full particulars of the record to which access is requested.
- 5.2 The prescribed request, access and reproduction fees, and deposit, if applicable, must be paid to the deputy information officer at the time of making a request. (See annexure 2).
- 5.3 On receiving a request, accompanied by the required fees, as applicable, the deputy information officer will, within thirty days, decide whether to grant the request or not.
- 5.4 A record will be withheld until the requester has paid the applicable fees.
- 5.5 Should the requester be dissatisfied with the decision of the deputy information officer, the requester may take further recourse as provided for in the Act.

6. APPLICATIONS TO COURT

- 6.1 A requester or a third party, as the case may be, may apply to court for appropriate relief against a decision of the deputy information officer or the Information Officer.
- 6.2 A requester or a third party, as the case may be, may, by way of application, within thirty (30) days apply to court for relief in terms of section 82 of the Act.

7. OFFENCE

It is an offence for any person to destroy, damage, conceal, or falsify any information held by the Technikon with the intent to deny another person right of access to such information.

SECTION B: PERSONNEL RECORDS

1. The Technikon will maintain records on personnel, which contain information pertaining to the individual, only to the extent that it is necessary and relevant for official Technikon purposes and to the extent required by law.
2. The Technikon will respect the privacy of its personnel. In order to ensure this, no personal information which the Technikon holds on an individual, will be disclosed to a third party, unless such disclosure:
 - (a) reveals evidence of a contravention of the law, or
 - (b) reveals evidence of an imminent and serious public safety or environmental risk, and
 - (c) the public interest in the disclosure of the record outweighs the potential harm to the personnel member.
3. Notwithstanding paragraph 2 above, personal information of a personnel member must be disclosed if:
 - 3.1 The personnel member has consented to its disclosure;
 - 3.2 The personnel member was informed, before such personal information was given, that the information belongs to a class of information that would or might be made available to the public;
 - 3.3 such information is already publicly available;
 - 3.4 the information requested is about a deceased individual and the requester is the deceased individual's next of kin, or written consent has been given by the deceased's next of kin;
 - 3.5 the information relates to the position or functions of the personnel member, including but not limited to the fact that the individual is or was an official or employee of the Technikon; the title, work address, work phone number and other similar particulars; the classification, salary scale and responsibilities, the position held or services performed by the individual; or the name of the individual on a record prepared by the individual during the course of his/her employment.
4. A personnel member has the right to enquire and be notified of whether the Technikon maintains records on him/her, and whether such records may be inspected. However, this is subject to the right of the Technikon to refuse to disclose any record, which contains evaluative material.
5. A personnel member is entitled to request correction of facts, deletion of errors or additions to be made in the records, which are held on her/him by the Technikon.
6. A request for access to a personnel member's record may be refused if the request is

manifestly frivolous or vexatious, or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.

7. Any person requesting information, which the Technikon holds on a personnel member, must make such request on the prescribed application form (Annexure 1), accompanied by the relevant fees, if applicable.

SECTION C: STUDENT RECORDS POLICY

1. The Technikon will only retain information on a student to the extent necessary and relevant for official Technikon purposes.
2. The Technikon will respect the privacy of students. In order to ensure this, no personal information, which the Technikon holds on a student will be disclosed, unless such information:
 - (a) reveals evidence of a contravention of the law, or
 - (b) reveals evidence of an imminent and serious public safety or environmental risk, and
 - (c) the public interest in the disclosure of information outweighs the potential harm to the student.
3. Notwithstanding paragraph 2 above, personal information about a student must be disclosed if:
 - (a) the student has consented to the disclosure;
 - (b) the student was informed, before such personal information was given, that the information belongs to a class of information that would or might be made available to the public;
 - (c) such information is already publicly available; or
 - (d) the information requested is about a deceased student and the requester is the deceased student's next of kin, or written consent has been given by the deceased student's next of kin.
4. A student has the right to enquire and be notified of whether the Technikon maintains records on him/her and whether such records may be inspected. However, this is subject to the Technikon's right to refuse to disclose any record, which contains evaluative material. Marked examination papers are not deemed to be evaluative material for the purposes of this policy.
5. A student is entitled to request correction of facts or deletion of errors to be made in the records, which are held on her/him by the Technikon.
6. The names, address and qualifications of a student will only be made available to a third party requesting such information if:
 - (a) the third party is requesting such information in his/her capacity as a prospective employer of the student, and
 - (b) the Technikon is legally obliged to disclose such information.
7. A student shall, as a condition of enrolment, give written authorisation for the

disclosure of relevant personal information to his/her employer and to *bona fide* prospective employers.

8. Only relevant personal information of a student will be made available to internal staff or bodies of the Technikon, and only if such information is requested for official Technikon purposes.
9. A request for access to a student's record may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.
10. Any person requesting information, which the Technikon holds on a student, must make such request on the prescribed application form (Annexure 1), accompanied by the relevant fees, if applicable.

SECTION D: ALUMNI RECORDS POLICY

1. The Technikon will only retain information on an alumnus to the extent necessary and relevant for official Technikon purposes.
2. The Technikon will respect the privacy of alumni. In order to ensure this, no personal information will be disclosed, unless such disclosure:
 - (a) reveals evidence of a contravention of the law,
 - (b) reveals evidence of an imminent and serious public safety or environmental risk, and
 - (c) the public interest in the disclosure of information outweighs the potential harm to the alumnus.
3. Notwithstanding paragraph 2 above, personal information of an alumnus must be disclosed if:
 - (a) the alumnus has consented to the disclosure;
 - (b) the alumnus was informed, before such personal information was given to the Technikon, that the information belongs to a class of information that would or might be made available to the public;
 - (c) such information is already publicly available; or
 - (d) the information requested is about a deceased alumnus and the requester is the deceased's next of kin, or written consent has been given by the deceased's next of kin.
4. Alumni have the right to enquire and be notified of whether the Technikon maintains records on them and whether such records may be inspected. However, this is subject to the Technikon's right to refuse to disclose any record, which contains evaluative material.
5. Alumni are entitled to request a correction of facts or deletion of errors to be made in the records, which are held on them by the Technikon.
6. The names, addresses and qualifications of alumni will only be made available to a third party requesting such information if:
 - (a) the third party is requesting such information in his/her capacity as an employer or prospective employer, and
 - (b) the Technikon is legally obliged to disclose such information.
7. Only relevant personal information of an alumnus will be made available to internal staff or bodies of the Technikon, and only if such information is requested for official Technikon purposes.

8. A request for access to an alumnus' record may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.
9. Any party requesting information, which the Technikon holds on an alumnus, must make such request on the prescribed application form, accompanied by the relevant fees, if applicable.

SECTION E: THIRD PARTY RECORDS POLICY

1. The deputy information officer must refuse a request for a record if the disclosure would be in breach of a duty of confidence owed to a third party in terms of an agreement. However, such a request may not be refused if:
 - (a) the record is already publicly available, or
 - (b) the third party has consented to its disclosure.
2. The deputy information officer must refuse access to a record that:
 - (a) contains trade secrets of a third party;
 - (b) contains financial, commercial, scientific or technical information, the disclosure of which is likely to cause commercial or financial harm to the third party;
 - (c) is likely to put the third party at a disadvantage in contractual or other negotiations;
 - (d) is likely to prejudice the third party in commercial competition.
3. Notwithstanding paragraph 2 above, a record may not be refused if it consists of information:
 - (a) that is already publicly available;
 - (b) that the third party has consented to its disclosure;
 - (c) that is about the results of environmental testing or other investigations and its disclosure would reveal a serious public safety or environmental risk.
4. The deputy information officer may refuse access to a record supplied by to it by a third party if:
 - (a) it is likely to prejudice the future supply of similar information or information from the same source, and
 - (b) it is in the public interest that similar information or information from the same source should continue to be supplied.
5. Notwithstanding paragraph 4 above, a record may not be refused if:
 - (a) it is already publicly available, or
 - (b) the third party has consented to its disclosure.
6. Any person requesting information, which the Technikon holds relating to a third party, must make such request on the prescribed application form (Annexure 1), accompanied by the relevant fees, if applicable.

SECTION F: FINANCIAL AND COMMERCIAL RECORDS POLICY

1. Access to financial and commercial records may be refused if such record:
 - (a) contains trade secrets of the State or the Technikon;
 - (b) contains financial, commercial scientific, or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of the State or the Technikon;
 - (c) contains information, the disclosure of which could put the Technikon at a disadvantage in contractual or other negotiations or prejudice the Technikon in commercial competition; or
 - (d) is a computer program as defined in section 1(1) of the Copyright Act, 98 of 1978 and owned by the Technikon.
2. Notwithstanding the above paragraph, a commercial or financial record may not be refused if it consists of information:
 - (a) already publicly available;
 - (b) about another public body, which body has consented in writing to the disclosure; or
 - (c) about the results of any product or environmental testing carried out by or on behalf of the Technikon, and its disclosure would reveal a serious public safety or environmental risk.
3. A request for access to a financial or commercial record held by the Technikon may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.
4. A request for access to a financial or commercial record must be disclosed if:
 - (a) it reveals evidence of a contravention of the law, or
 - (b) it reveals evidence of an imminent and serious public safety or environmental risk, and
 - (c) the public interest in the disclosure of the information outweighs the potential harm to the requester.
5. Any person requesting financial or commercial information must make such a request, on the prescribed application form (Annexure 1), accompanied by the relevant fees, if applicable.

SECTION G: OPERATIONS RECORDS POLICY

1. Requests for records relating to the operational aspects of the Technikon may be refused if:
 - (a) the record contains an opinion, advice, report, or recommendation obtained by and/or prepared by the Technikon;
 - (b) the record is an account of a consultation, discussion, or deliberation that has occurred for the purpose of assisting to formulate a policy or take a decision in the exercise of a power, performance or duty imposed on the Technikon by law;
 - (c) the disclosure of the record can reasonably be expected to frustrate the deliberative process in the Technikon or between the Technikon and another public body by inhibiting the candid communication of an opinion, advice, report, or recommendation or inhibiting the candid conducting of a consultation, discussion, or deliberation;
 - (d) it would amount to a premature disclosure of a policy with the result that it could reasonably be expected to frustrate the success of that policy;
 - (e) the disclosure could jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Technikon;
 - (f) the record contains evaluative material and disclosure thereof would breach an express or implied promise which was made to the person who supplied the material to the effect that the material or the identity of the provider, or both, would be held in confidence;
 - (g) the record contains a preliminary, working or other draft of an official of the Technikon.
2. Notwithstanding paragraph 1 above, an operation record may not be refused if it came into existence more than 20 years before the request was made.
3. A request for access to an operation record must be disclosed if:
 - (a) it reveals evidence of a contravention of the law, or
 - (b) it reveals evidence of an imminent and serious public safety or environmental risk, and
 - (c) the public interest in the disclosure of information outweighs the potential harm to the requester.
4. A request for access to an operational record may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.

SECTION H: RESEARCH RECORDS POLICY

1. Access to records containing information about research being conducted or to be carried out by or on behalf of a third party, will be refused if the disclosure would be likely to expose:

- (a) the third party;
- (b) a person that is or will be carrying out research on behalf of a third party; or
- (c) the subject matter of the research,

to serious disadvantage.

2. Access to records containing information about research being conducted or to be carried out by or on behalf of the Technikon, may be refused if the disclosure would be likely to expose:

- (a) the Technikon,
- (b) the person who will be carrying out the research on behalf of the Technikon, or
- (c) the subject matter of the research,

to serious disadvantage.

3. A request for access to research records may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.

4. Notwithstanding paragraphs 1 and 2 above, a request for access to research records must be disclosed if:

- (a) it reveals evidence of a contravention of the law, or
- (b) it reveals evidence of an imminent and serious public safety or environmental risk, and
- (c) the public interest in the disclosure of information outweighs the harm to the requester.

SECTION I: E-MAIL RECORDS POLICY

1. The computer resources of the Technikon are intended for official and/or research purposes only and all personal use by personnel and students should be kept to a minimum.
2. Information stored on the Technikon's computer resources is a record in the possession or under the control of the Technikon.
3. Neither personnel nor students of the Technikon should have any expectation of privacy in relation to information stored on the Technikon's computers, except as provided by the Act.
4. The Technikon encourages the use of electronic mail and respects the privacy of users and will therefore not routinely inspect, monitor or disclose electronic mail without the user's consent. However, the Technikon may, without the prior knowledge of the user, inspect, monitor, or disclose electronic mail sent by a user if it suspects that:
 - (a) the electronic mail facility is being abused, or
 - (b) the electronic mail facility is being used for illegal or immoral purposes.
5. Users of the Technikon's computer resources may not seek out, use or disclose personal or confidential information stored on the Technikon's computers unless authorised by the Technikon.

SECTION J: AUTOMATICALLY AVAILABLE INFORMATION

The following information is automatically available without a person having to request access in terms of the Act, and is to be found on the Technikon's website:

1. Contact details of the information officer and deputy information officers.
2. The access and reproduction fees payable by the requester of information.
3. The Technikon Chancellor's technikon work related details.
4. The constituency and official contact details of the Technikon's Council.
5. The constituency and official contact details of the Technikon's Senate.
6. The constituency and contact details of the Technikon's Rectorate.
7. The constituency and official contact details of the Technikon's Student Representative Council.
8. The constituency and official contact details of the Technikon's Institutional Forum.
9. The number, race, disability and gender of technikon personnel categories.
10. Minimum qualification requirements for new appointments to the various posts within the Technikon.
11. Minimum entrance requirements for enrolment in the various programmes offered by the Technikon.
12. The number, race, disability and gender of students in each Faculty of the Technikon.
13. The Technikon's policy on financial assistance offered to students.
14. Fee structures for the Technikon's academic programmes.
15. Residential fees and admissions policies of the Technikon.
16. Names of all technikon alumni and qualifications awarded or conferred.
17. The Technikon's disciplinary codes and procedures.
18. The Technikon's grievance procedure.
19. The Technikon's employment equity plan.
20. The Technikon's workplace skills plan.
21. The Technikon's employment equity report.
22. Any information that the Technikon is required to make available for inspection in terms of other legislation.
23. The Technikon manual: "Policy and Guidelines on Access to Information".

ANNEXURE A

**APPLICATION FOR ACCESS TO A RECORD**

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

To: The Information Officer
c/o The Registrar
Cape Technikon
P. O. Box 652
CAPE TOWN
8000

Fax number: +27 21 460 3695

Tel number: +27 21 460 3241

E-mail: registrar@ctech.ac.za

PLEASE NOTE: Requests for information in terms of the Promotion of Access to Information Act, Act No. 2 of 2000, will only be processed if the attached application form has been completed in full and signed by the relevant requestor, and the applicable fees have been paid.

FOR OFFICE USE ONLY			
Reference number:			
Request received by:			
on (date)		at:	
Request fee:	R	Receipt no.:	
Deposit:	R	Receipt no.:	
Access fee:	R	Receipt no.:	
Signature of Information Officer:			
A. PARTICULARS OF PERSON REQUESTING ACCESS TO A RECORD			
Full names and surname of personal requestor:			
Identity number:			
Postal address:			
Postal code:			
Fax number:		E-mail:	
Tel no.: (Work)		(Home)	
Cellular phone no.:			

B. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

PLEASE NOTE: This section must only be completed if a request for information is made on behalf of another person. (Refer to Section 18(2)(f) of the Act)

Full names and surname of personal requestor:			
Identity number:			
Postal address:			
Postal code:			
Fax number:		E-mail:	
Tel no.: (Work)		(Home)	
Cellular phone no.:			
Capacity in which request is made on behalf of another person: <i>(i.e.: Parent, Guardian, Attorney, etc)</i>			

C. 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, and/or the department/division/person where it is held, to enable the record to be located as soon as possible.***
- (b) ***If the provided space is inadequate please continue on a separate folio and attach it to this form. The requestor must initial all the additional folios.***

Description of record or relevant part of the record:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Reference number, if available:	
Department/division/person where record is held (if known):	
Any further particulars of record (i.e. date of letter, minutes, etc.):	
D. FORM OF ACCESS TO RECORD	
<i>If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 of 4 hereunder, state your disability and indicate in which alternative form the record is required.</i>	
Disability:	
Alternative form in which record is required:	
<u>PLEASE NOTE:</u>	
(a) <i>Your indication as to the required form of access depends on the form in which the record is available.</i>	
(b) <i>Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access can be granted in another form.</i>	
(c) <i>The fee payable for access to the record, if any, will partly be determined by the form in which access is required.</i>	
(d) <i>If the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>	
Mark the appropriate box with an "X".	
1. If the record is in written or printed form -	
<input type="checkbox"/> Copy of record*	<input type="checkbox"/> Inspection of record
2. If the record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, etc.)	
<input type="checkbox"/> View the images	<input type="checkbox"/> Copy of the images*
<input type="checkbox"/> Transcription of the images*	
3. If the record consists of words or information which can be reproduced in sound -	
<input type="checkbox"/> Listen to the soundtrack (cassette)	<input type="checkbox"/> 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 disk or compact disk)

***If you have requested a copy or transcription of a record (above), do you wish to have the copy or transcription mailed to you?**
 (Please note: A postage fee is payable)

Yes

☐

No

☐

In which language would you prefer the record?

Afr.

☐

Eng.

☐**E. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

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

F. FEES

- (a) Fees are payable by means of a cheque, postal orders or in cash at the Cape Technikon.
- (b) A request for access to a record, other than a record containing personal information about you, will only be processed after payment of a request fee.
- (c) You will be notified of the amount payable as the request fee.
- (d) The fee payable for access ("access fee") to the record depends on the form in which access is required and the reasonable time required for the search and preparation of the record.
- (e) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Signed
aton
this

day of

20

Signature of personal requestor / person on
whose behalf request is made

ANNEXURE 2**FEES PAYABLE**

Fees are payable in terms of sections 15 and 22 of the Promotion of Access to Information Act, 2000, read together with the regulations promulgated under section 22 of the Act.

A record will be withheld until the prescribed fees have been paid.

1. REQUEST FEE (Section 22(1), Regulation 7(2))

The request fee payable to the Technikon by every requester, except a personal requester, is R35,00.

2. ACCESS FEES (Section 22(7), Regulation 7(3))

Access fees are payable to the Technikon by every requester and personal requester for the search, preparation and reproduction of the requested record(s) as follows:

2.1 Search and Preparation of a Record for Disclosure

Fifteen rand (R15) for each hour or part of an hour, excluding the first hour, that is reasonably required for such search and preparation.

2.2 Reproduction Fees

	Rand
(a) For every photocopy of an A4-size page or part thereof	0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0-40
(c) For a copy in a computer-readable form on:	
(i) stiffy disc	5-00
(ii) compact disc	40-00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22-00
(ii) For a copy of visual images	60-00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12-00
(ii) For a copy of an audio record	17-00

3. REPRODUCTION FEES (Section 15(3), Regulation 7(1))

Reproduction fees are payable to the Technikon by every requester and personal requester for the reproduction of records that are automatically available, as follows:

	Rand
(a) For every photocopy of an A4-size page or part thereof	0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0-40
(c) For a copy in a computer-readable form on:	
(i) stiffy disc	5-00
(ii) compact disc	40-00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22-00
(ii) For a copy of visual images	60-00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12-00
(ii) For a copy of an audio record	17-00

4. DEPOSITS (Section 22(2))

Where a request for access to a record is received from a requester, other than a personal requester, and the information officer has caused the search to be made and is of the opinion that the preparation of the requested records would require more than the hours prescribed for this purpose (six hours), the information officer may require the requester to pay a deposit.

The deposit payable is an amount equal to one third of the access fee that would be payable if the request is granted.

If the request for access is refused, the deposit will be refunded to the requester.

5. POSTAGE (Section 22(7)(a))

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

**AVBOB GROUP****MANUAL**

Prepared in terms of section 51 of the
Promotion of Access to Information Act 2 of 2000
for assistance in obtaining access to information from:

- AVBOB Mutual Assurance Society
- AVBOB Funeral Service Limited
- AVBOB Industries Limited
- AVBOB Namibia (Pty) Limited
- AVN Ingenieurswerke (Pty) Limited

1. ADMINISTRATION OF THE ACT

The Chief Executive Officer of the Group has duly authorised the contact person below to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner:

Contact person : Mr PC Gearty - Group Secretary

Postal address : PO Box 1661, Pretoria, 0001

Physical address : 368 Vermeulen Street, Pretoria, 0002

Phone number : +27(012)303-1262

Fax number : +27(012)323-4461

E-mail : kswanepoel@avbob.co.za

2. CATEGORIES OF RECORDS AND SUBJECTS ON WHICH RECORDS ARE HELD

Products and Services	
• Long-term life and assistance insurance products	
• Savings products	
• Group schemes	
• Funeral services	
• Funeralware	
• All records kept in terms of legislation applicable to any of the above products or services	
Company Records	
• Private Act no 7 of 1952 of incorporation of AVBOB Mutual Assurance Society	
• Finance	• Distribution
• Actuarial	• Marketing
• Client care	• Information technology
• Product management	• Human resources
• All records kept in terms of the Company Laws of South Africa	
Subjects on which records are held	
• Policyholders	• Subsidiary companies
• Shareholders	• Advisers
• Directors	• Brokers
• Employees	• Clients
• Officials	• Banking institutions
• Consultants	• Independent Contractors

Which records are held i.r.o. the above-mentioned subjects?	
• Confidential	• Operational
• Personal	• Trade
• Commercial	• Business
• Financial	• Internal group/company divisions
• Company incorporation	• Group/company structure
• Group/company financial	• Policyholder
• Group/company departments	• Shareholder
• Strategy	• Broker
• Contractor	• Directors
• Subsidiary companies	• Employee
• Adviser	• Banking institutions
• Consultant	• Official/legal
• Information technology	• Policy documents
• Client	• Product and services
• Contracts	• Statutory required reports
Records held in terms of the following legislation	
• Long-term insurance Act, 52 of 1998	• Employment Equity Act, 55 of 1998
• Policyholder Protection Rules	• Prevention of Organised Crime Act, 121 of 1998
• Companies Act, 61 of 1973	• Financial Intelligence Centre Act, 38 of 2001
• Skills Development Act, 97 of 1998	• Income Tax Act, 58 of 1962
• Inspection of Financial Institution's Act, 80 of 1998	• Value-Added Tax Act, 89 of 1991
• Labour Relations Act, 66 of 1995	• Unemployment Insurance Act, 30 of 1966
• Financial Advisers and Intermediary Services Act, 37 of 2002	• Stamp Duties Act, 77 of 1968
• Basic Conditions of Employment Act, 75 of 1997	

3. NOTICE IN TERMS OF SECTION 52(2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No notice in terms of Section 52(2) of the Act has been published.

4. PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO INFORMATION

- Complete the necessary application form - Annexure A. (If you need help on where to obtain the application form or if you need help on any other matter you can contact the Group Secretary at (012) 303-1262.)

- Post or fax the completed application form to the address or fax number below and mark for the attention of the Group Secretary:

PO Box 1661
Pretoria
0001

(012) 323-4461

- Your application will be processed and you will be informed of the fees (if any) you have to pay and of the different procedures that must be followed until your application is finalised.

Note:

Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act 2 of 2000.

5. AVAILABILITY OF THE MANUAL AS PRESCRIBED BY SECTION 51(3) OF THE ACT

The manual is available for inspection, free of charge, at the head office of the company:

368 Vermeulen Street, Pretoria.

6. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

The Research and Development Department
Private Bag X2700
Houghton
2041

Telephone number : (011) 484-8300
Fax number : (011) 484-7149
Website : www.sahrc.org.za

ANNEXURE A**FORM C****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY****(Section 53(1) of the Promotion of Access to Information Act, 2000)****(Act No 2 of 2000)****(Regulation 10)****A. Particulars of private body****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 follos.

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

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: _____

F. Form of access to record

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

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

Mark the appropriate box with an X

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

Copy of record*	Inspection of record
-----------------	----------------------

2. If record consists of visual images

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

View the images	Copy the images*	Transcription of the images*
-----------------	------------------	------------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (audio cassette)	Transcription of soundtrack* (written or printed document)
--	---

4. If record is held on computer or in an electronic or machine-readable form:

Printed copy of record*	Printed copy of information derived from the record*	Copy in computer readable form* (stiffy or compact disc)
-------------------------	--	--

*If you requested a copy or transcription of a record (above), do you wish the copy of transcription to be posted to you?

YES	NO
-----	----

Postage is payable.

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected: _____

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20__

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

**CONNACK MÜLLER & CO
ATTORNEYS****MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT,
No. 2 OF 2000**

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3. Guide in terms of Section 10 of the Act	2 & 3
4. Notice(s) in terms of Section 52(2) of the Act	3
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1. INTRODUCTION

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

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

Any requestor is advised to contact CONNACK MÜLLER & CO should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from CONNACK MÜLLER & CO.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of CONNACK MÜLLER & CO from time to time;

"CONNACK MÜLLER & CO"	shall mean CONNACK MÜLLER & CO Attorneys, structured as a sole proprietorship which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	the proprietor of CONNACK MÜLLER & CO has been appointed as the Information Officer of CONNACK MÜLLER & CO, to whom requests for information in terms of the Act, should be addressed.

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

Name of body:	CONNACK MÜLLER & CO Attorneys
Proprietor and appointed Information Officer:	Mr Gerhard Müller
Address:	110 Princes Avenue (Cnr. Kimbolton Street) BENONI 1501
Postal Address:	P O Box 243 BENONI 1500
Telephone:	(011) 845-1330
Fax:	(011) 422-4091

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

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

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

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

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

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

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

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

CONNACK MÜLLER & CO keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, No. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, No. 24 of 1956
- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Copyright Act, No. 98 of 1978
- Attorneys Act, No. 53 Of 1979
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Medical Schemes Act, No. 131 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001.

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

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

CONNACK MÜLLER & CO hold the information/documents listed herein below:

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

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

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

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

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

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

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

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

1. Contact details

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

2. Guide in terms of Section 10 of the Act

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

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

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

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

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

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

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

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000: ADVOCATE ADELÉ DE WET**

1. Contact details

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

2. Guide in terms of Section 10 of the Act

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

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

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

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

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

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

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

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

1. Contact details

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

2. Guide in terms of Section 10 of the Act

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

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

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

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

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

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

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

FOR

WERTHEIM BECKER INC.



ATTORNEYS, NOTARIES AND
CONVEYANCERS

39 WEST STREET HOUGHTON 2198
P.O. BOX 2277 HOUGHTON 2041
TEL: (011) 483 3313
FAX: (011) 483 3392
DOCEX 33, JOHANNESBURG
E-MAIL: krowitze@wertheim-becker.co.za
VAT NO. 4120117389

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9. GROUNDS FOR REFUSAL OF ACCESS	6
10. DISSATISFACTION WITH DECISION OF THE INFORMATION OFFICER OF WERTHEIM BECKER INC. ATTORNEYS	6

1. INTRODUCTION

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

/ documents from Wertheim Becker Inc. as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr E M Krowitz should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Wertheim Becker Inc.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Wertheim Becker Inc. from time to time;
"Wertheim Becker Inc."	shall mean Wertheim Becker Inc. Attorneys, structured as an incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	Eric Michael Krowitz, a Director of Wertheim Becker Inc. has been appointed as the Information Officer of Wertheim Becker Inc., to which requests for information in terms of the Act, should be addressed.

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

Name of body:	Wertheim Becker Inc.
Director and appointed Information Officer:	Mr Eric Michael Krowitz
Address:	39 West Street HOUGHTON JOHANNESBURG
Postal Address:	P O Box 2277, Houghton, 2041
Telephone:	(011) 483-3313
Fax:	(011) 483-3392
E-mail:	krowitze@wertheim-becker.co.za

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

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

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

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

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

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

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

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

Wertheim Becker Inc. keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, No. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, No. 24 of 1956
- Income Tax Act No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Copyright Act, No. 98 of 1978
- Attorneys Act, No. 53 of 1979
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Medical Schemes Act, No. 131 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001.

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

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

Wertheim Becker Inc. holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Wertheim Becker Inc.
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

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

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

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

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

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

8.1 This manual is available for inspection at the offices of Wertheim Becker Inc., free of charge.

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

9. GROUNDS FOR REFUSAL OF ACCESS

- 9.1 Mandatory protection of the privacy of a third party who is a natural person;
- 9.2 Mandatory protection of the commercial information of a third party;
- 9.3 Mandatory protection of certain confidential information of a third party;
- 9.4 Mandatory protection of the safety of individuals and the protection of property;
- 9.5 Mandatory protection of records privileged from production in legal proceedings;
- 9.6 The commercial information of Wertheim Becker Inc.
- 9.7 Mandatory protection of research information of a third party.

10. DISSATISFACTION WITH DECISION OF THE INFORMATION OFFICER OF WERTHEIM BECKER INC., ATTORNEYS.

A requester that is dissatisfied with the decision of the Information Officer of Wertheim Becker Inc, Attorneys, may subject to the provisions of the Act within THIRTY (30) days of notification of the decision, apply to the Court for appropriate relief.

SECTION 51 MANUAL FOR WOOLTRU LIMITED
IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 ("the Act")

CONTENTS

- A. INTRODUCTION TO WOOLTRU LIMITED
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL
 - 1. Contact details
 - 2. The section 10 Guide on how to use the Act
 - 3. Records available in terms of any other legislation
 - 4. Access to the records held by Wooltru Limited
 - i. The latest notice regarding the categories of records of Wooltru Limited, which are available without a person having to request access in terms of the Act in terms of section 52(2)
 - ii. Records held by Wooltru Limited
 - iii. The request procedures
 - 5. Other information as may be prescribed
 - 6. Availability of the manual
 - 7. Prescribed fees for private bodies
 - 8. Prescribed forms

This Manual is based on the blueprint issued by the SAHRC.

A. INTRODUCTION TO WOOLTRU LIMITED

Wooltru Limited (registration number 1936/008278/06) is in the process of unbundling and returning its investments and cash to its shareholders. Wooltru Limited's shares are listed on the JSE Securities Exchange (SA) and the Namibian Stock Exchange. The company intends to enter voluntary liquidation once most of its assets have been disposed of and the majority of its liabilities settled.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Wooltru Limited

The Company Secretary

Postal address: P O Box 671
Cape Town
8000

Street address: 5 Corporation Street
Cape Town
8001

Telephone: +27 21 464-1900

Fax: +27 21 465-6891

Website: www.wooltru.co.za

E-mail: paulw@wooltru.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 (SAHRC) by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

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

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

- The following records are open to inspection in terms of the under-mentioned sections of the Companies Act (61 of 1973 as amended):
 - The section 91A sub registers of members who hold their shares in dematerialized form, by reason of section 91A and section 113
 - The section 93 register of share allotments, by reason of section 93 and section 113
 - The section 105 register of members (i.e. shareholders) by reason of section 113
 - The register of transfer of shares, by reason of section 113
 - The section 127 register of pledges, cessions and bonds, by reason of section 130 and section 113
 - The section 128 register of debenture holders, by reason of section 130 and section 113
 - The section 140A register of disclosure by nominees of beneficial interests in shares, by reason of section 140A and section 113
 - The section 215 register of directors, auditors and officers, by reason of section 215 and section 113
 - The section 240 register of directors' declarations of interests in contracts, by reason of section 240 and section 113

4. Access to the records held by Wooltru Limited [Sections 51(1)(c) and 51(1)(e)]

- i The latest notice regarding the categories of records of Wooltru Limited, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]**

In the absence of the section 52(2) notice the records referred to in 3 above as well as the following records are available without a request in terms of the Act.

- Published Wooltru Limited annual reports
- Published Wooltru Limited interim reports
- Published Wooltru Limited press announcements

- ii. A description of the subjects of the records held by Wooltru Limited and the categories in which these subjects are classed [Section 51(1)(e)]**

- Financial and commercial records
- Annual and interim reports
- Company registers, minute books, certificates and documents
- Legal agreements

- 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 Company Secretary of Wooltru Limited. This request must be made to the address, fax number or electronic mail address of Wooltru Limited [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Company Secretary of Wooltru Limited 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 [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)].
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Company Secretary of Wooltru Limited [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The Company Secretary of Wooltru Limited must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to Wooltru Limited 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 Company Secretary of Wooltru Limited has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is available for inspection at the offices of Wooltru Limited at 5 Corporation Street, Cape Town free of charge. Copies are available with the SAHRC, in the Gazette and on Wooltru Limited's website.

7. **Fees in respect of private bodies**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

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

- (ii) For a copy of an audio record 30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
- (1) (a) For every photocopy of an A4-size page or part thereof 1,10
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form 0,75
- (c) For a copy in a computer-readable form on -
- (i) stiffy disc 7,50
- (ii) compact disc 70,00
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof 40,00
- (ii) For a copy of visual images 60,00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
- (ii) For a copy of an audio record 30,00
- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

8. Prescribed forms

REQUEST FOR ACCESS TO RECORD OF WOOLTRU LIMITED (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of Wooltru Limited

Contact details

Wooltru Limited

The Company Secretary

Postal address:

P O Box 671
Cape Town
8000

Street address:

5 Corporation Street
Cape Town
8001

Telephone: +27 21 464-1900
Fax: +27 21 465-6891
Website: www.wooltru.co.za
E-mail: paulw@wooltru.co.za

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

D. Particulars of record

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

1. **Description of record or relevant part of the record:**
2. **Reference number, if available:**
3. **Any further particulars of record**

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
(b) *You will be notified of the amount required to be paid as the request fee.*
(c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
(d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.*
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

SMITH INGELYF**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING NO 2 VAN 2000****INDEKS**

1. INLEIDING 2. KONTAKBESONDERHEDE 3. RIGLYNE 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 SMITH INGELYF IN TERME VAN DIE WET 7. ANDER INLIGTING 8. BESKIKBAARHEID VAN DIE HANDLEIDING

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 Smith 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 Mev M Smith 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 Smith 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 Smith Ingelyf;

"Smith Ingelyf" beteken Smith Ingelyf, maatskappy met registrasienommer 1997/002799/21 en welke maatskappy regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede/organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregte Kommissie

"Inligtingsbeampte" Mev M Smith is aangewys as die Inligtingsbeampte van Smith Ingelyf aan wie versoeke in terme van die Wet gerig moet word.

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

Naam: Smith Ingelyf **Inligtingsbeampte:** Mev M Smith **Adres:** Schoemanstraat 851 Arcadia Pretoria **Posadres:** Posbus 2698 Pretoria 0001 **Telefoon:** 012 342 6770 **Faks:** 012 342 6501 **E-Pos:** smithlaw@global.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 alle 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.shrc.org.za **E-Pos:** PAIA@sahrc.org.za

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

Smith Ingelyf hou inligting/dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie): Insovensiewet, No 24 van 1936 Inkomstebelastingwet, No 58 van 1962 Maatskappyywet, No 61 van 1973 Die wet op Prokureurs, No 53 van 1979 Wet op Arbeidverhoudinge, No 66 van 1995 Wet op Streeksdiensterade No 109 van 1985 Wet op Belasting op Toegevoegde Waarde No 89 van 1991 Wet op Arbeidsverhoudinge No 66 van 1995 Wet op Basiese Diensvoorwaardes No 75 van 1997 Wet op Mediese Skemas No 131 van 1998 Werkloosheidsversekeringswet No 63 van 2001 Skills Development Act Nr 97 of 1998 Skills Development Levies Act No 9 of 1999 Employment Equity Act No 55 of 1998

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

Smith Ingelyf hou inligting/dokumente soos hierna aangedui:

Inligting ten opsigte van die operasionele-, handels-, en finansiële belange van Smith 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) Standaard Indiensnemingskontrakte Smith Ingelyf Personeel verslae Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote) Versekeringspolisse

Enige en alle inligting/dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n aansoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur Smith 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. Die normaal aanvaarde reëls ten opsigte van kliënt privilege sal ook uiters streng toegepas word. 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 Konsitusionele Ontwikkeling het tot datum 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 Smith Ingelyf; **8.2** Afskrifte van die handleiding kan verkry word by die kantore van Smith Ingelyf, onderhewig aan betaling van die voorgeskrewe fooi; **8.3** Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die staatskoerant; **8.4** Die handleiding wat bekombaar is op die webblad van die SAMK en in die staatskoerant, bevat nie die voorgeskrewe vorms en die fooi struktuur nie. Die vorms en die fooi struktuur 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").

**E VAN DER WESTHUIZEN
ATTORNEY**

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

INTRODUCTION

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

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

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

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

Name of body:	E.v.d.Westhuizen Attorney
Partner and appointed Information Officer:	Ms.E.v.d.Westhuizen
Address:	710 Pretoria Parcade, 266 Schoeman Street, Pretoria, 0002
Postal address:	P.O. Box 7907, Pretoria, 0001
Telephone and Fax:	(T) 012 - 320 0505/704, (F) 012 - 320 0704

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

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

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

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

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

E.v.d.Westhuizen Attorney keeps information/documents in accordance with relevant legislation.

6. DOCUMENTS/INFORMATION HELD BY E.V.D.WESTHUIZEN ATTORNEY IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

E.v.d.Westhuizen Attorney holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of E.v.d.Westhuizen Attorney
- Client Data Base
- Human Resources

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

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

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

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

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

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

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

THE MOLONY TRUST

(Registration Number T 95/83)

Overview

The Molony Trust is a Testamentary Trust which holds Investments in listed Shares.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer:

The Molony Trust

Postal addresses: P.O. Box 1306

RANT-EN-DAL

1751

South Africa

Telephone: +27 11 660 1322

Facsimile: +27 11 660 5913

1st Floor North West Wing

SA Eagle House

1 Ockerse Street

KRUGERSDORP 1739

E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission

Private Bag 2700

HOUGHTON 2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

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

E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

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

4. Records available

For purposes of this Manual and the Act, the Records held by The Molony Trust are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d)
including but not limited to:

- The Trust Property Control Act of 1988
- The Income Tax Act of 1962
- Regional Services Councils Act of 1985

4.2. Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the commercial and financial interests of The Molony Trust including but not limited to its financial records, commercial contracts with third parties and its information systems and records, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. Section 53

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body, either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will then make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing of the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed Section 51(1)(f)

Not applicable.

6. Availability of the Manual Section 51(3)

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and The Molony Trust.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure and forms is not required.

PROMOTION OF ACCESS TO INFORMATION ACT ACT 2 OF 2000 (THE ACT)

SECTION 51 MANUAL

HELRIIS MEDICAL CENTRE (PROPRIETARY) LIMITED

(Registration Number 1997/017326/07)

Overview

Helris Medical Centre (Pty) Limited is a private Company which owns immovable property.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer: Helris Medical Centre (Pty) Ltd

Postal addresses: P.O. Box 1306
RANT-EN-DAL
1751
South Africa

1st Floor North West Wing
SA Eagle House
1 Ockerse Street
KRUGERSDORP 1739

Telephone: +27 11 660 1322

Facsimile: +27 11 660 5913

E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission
Private Bag 2700
HOUGHTON 2041

Telephone: +27 11 484 8300
Facsimile: +27 11 484 0582
Website: <http://www.sahrc.org.za>
E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

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

4. Records available

For purposes of this Manual and the Act, the Records held by Helris Medical Centre (Pty) Limited are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d) including but not limited to:

- The Companies Act of 1973
- The Income Tax Act of 1962
- Regional Services Councils Act of 1985

4.2. Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the

- commercial and financial interests of Helris Medical Centre (Pty) Limited including but not limited to its financial records, commercial contracts with third parties and its business systems records and procedures, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. Section 53

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing of the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

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

5. Other Information as may be prescribed Section 51(1)(f)

Not applicable.

6. Availability of the Manual Section 51(3)

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Helris Medical Centre (Pty) Limited.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure and forms is not required.

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

PALK CONSULTING SERVICES CC

(Registration Number CK95/45698/23)

Known also as

PALK CONSULTING SERVICES

(Chartered Accountants S.A.)

Overview

Palk Consulting Services CC is a Close Corporation providing Accounting and related Business Advisory services to its clients.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer: Palk Consulting Services CC

Postal addresses: P.O. Box 1306
RANT-EN-DAL
1751
South Africa

1st Floor North West Wing
SA Eagle House
1 Ockerse Street
KRUGERSDORP 1739

Telephone: +27 11 660 1322

Facsimile: +27 11 660 5913

E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission
Private Bag 2700
HOUGHTON 2041

Telephone: +27 11 484 8300
Facsimile: +27 11 484 0582
Website: <http://www.sahrc.org.za>
E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

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

4. Records available

For purposes of this Manual and the Act, the Records held by Palk Consulting Services are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d) including but not limited to:

- The Close Corporation Act of 1984
- The Companies Act of 1973
- The Income Tax Act of 1962
- Value Added Tax Act of 1991
- Regional Services Councils Act of 1985
- Unemployment Insurance Act of 2001
- Skills Development Levies Act of 1999

- Basic Conditions of Employment Act of 1997

4.2.1 Confidential Client Records Section 51 (1)(e)

Such records may be any one or a combination of records relating to personal, commercial and financial information of clients of Palk Consulting Services

4.2.2 Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the commercial, financial and professional interests of Palk Consulting Services, including but not limited to its client data base, financial records, personnel records, commercial contracts with third parties and its business systems records and procedures, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. Section 53

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body, either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will then make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed Section 51(1)(f)

Not applicable.

6. Availability of the Manual Section 51(3)

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Palk Consulting Services

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure and forms is not required.

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

WHITEHEADS INTERNATIONAL HOLDINGS (PTY) LIMITED

(Registration Number 2001/007235/07)

Overview

Whiteheads International Holdings (Pty) Limited is an Investment Holding Company.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer:

Whiteheads International Holdings
(Pty) Limited

Postal addresses: P.O. Box 1306
RANT-EN-DAL
1751
South Africa

1st Floor North West Wing
SA Eagle House
1 Ockerse Street
KRUGERSDORP 1739

Telephone: + 27 11 660 1322

Facsimile: +27 11 660 5913

E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission
Private Bag 2700
HOUGHTON 2041

Telephone: +27 11 484 8300
Facsimile: +27 11 484 0582
Website: <http://www.sahrc.org.za>
E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

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

4. Records available

For purposes of this Manual and the Act, the Records held by Whiteheads International Holdings (Pty) Limited are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d) including but not limited to:

- The Companies Act of 1973
- The Income Tax Act of 1962
- Regional Services Councils Act of 1985
- Unemployment Insurance Act of 2001
- Skills Development Levies Act of 1999
- Basic Conditions of Employment Act of 1997

4.2. Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the commercial and financial interests of Whiteheads International Holdings(Pty)Limited including but not limited to its financial records, personnel records, commercial contracts with third parties and its business systems records and procedures, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. Section 53

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will make a decision on the request and notify the requester of the outcome and if applicable, require the requester to pay the prescribed fee (if any) before further processing of the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed Section 51(1)(f)

Not applicable.

6. Availability of the Manual Section 51(3)

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Whiteheads International Holdings (Pty) Ltd.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure and forms is not required.

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

THE JACK TAYLOR TRUST

(Registration Number 135384)

Overview

The Jack Taylor Trust is a Trust which holds Investments in listed Shares, Unit Trusts and immovable property.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer:

The Jack Taylor Trust

Postal addresses: P.O. Box 1306
RANT-EN-DAL
1751
South Africa

1st Floor North West Wing
SA Eagle House
1 Ockerse Street
KRUGERSDORP 1739

Telephone: + 27 11 660 1322

Facsimile: +27 11 660 5913

E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission
Private Bag 2700
HOUGHTON 2041

Telephone: +27 11 484 8300
Facsimile: +27 11 484 0582
Website: <http://www.sahrc.org.za>
E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

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

4. Records available

For purposes of this Manual and the Act, the Records held by The Jack Taylor Trust are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d)
including but not limited to:

- The Trust Property Control Act of 1988
- The Income Tax Act of 1962
- Regional Services Councils Act of 1985

4.2 Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the commercial and financial interests of The Jack Taylor Trust including but not limited to its financial records, commercial contracts with third parties and its

other business records, generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. *Section 53*

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed *Section 51(1)(f)*

Not applicable.

6. Availability of the Manual *Section 51(3)*

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and The Jack Taylor Trust.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure is not required.

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

ANNESTE (PROPRIETARY) LIMITED

(Registration Number 1971/011179/07)

Overview

Anneste (Proprietary) Limited is a private company which owns immovable property.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer: **Anneste (Proprietary) Limited**

Postal addresses: P.O. Box 1306
RANT-EN-DAL
1751
South Africa

1st Floor North West Wing
SA Eagle House
1 Ockerse Street
KRUGERSDORP 1739

Telephone: +27 11 660 1322

Facsimile: +27 11 660 5913

E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission
Private Bag 2700
HOUGHTON 2041

Telephone: +27 11 484 8300
Facsimile: +27 11 484 0582
Website: <http://www.sahrc.org.za>
E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

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

4. Records available

For purposes of this Manual and the Act, the Records held by Anneste (Pty) Limited are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d)
including but not limited to:

- The Companies Act of 1973
- The Income Tax Act of 1962
- Regional Services Councils Act of 1985

4.2. Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the commercial and financial interests of Anneste (Pty) Limited, including but not limited to its financial records, commercial contracts with third parties and its business systems, records and procedures, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. Section 53

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body, either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will then make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed Section 51(1)(f)

Not applicable.

6. Availability of the Manual Section 51(3)

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Annette (Pty) Limited.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fee structure and forms not required.

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

TRANSFERS (PROPRIETARY) LIMITED

(Registration Number 05/10239/07)

Overview

Transfers (Proprietary) Limited is a private company which owns immovable property.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer:

Transfers (Proprietary) Ltd

Postal addresses: P.O. Box 1306

RANT-EN-DAL

1751

South Africa

1st Floor North West Wing

SA Eagle House

1 Ockerse Street

KRUGERSDORP 1739

Telephone: +27 11 660 1322

Facsimile: +27 11 660 5913

E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission

Private Bag 2700

HOUGHTON 2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

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

E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

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

4. Records available

For purposes of this Manual and the Act, the Records held by Transfers (Pty) Limited, are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d) including but not limited to:

- The Companies Act of 1973
- The Income Tax Act of 1962
- Regional Services Councils Act of 1985
- Unemployment Insurance Act of 2001
- Skills Development Levies Act of 1999
- Basic Conditions of Employment Act of 1997

4.2. Other records *Section 51 (1)(e)*

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the commercial and financial interests of Transfers (Pty) Limited, including but not limited to financial records, personnel records, commercial contracts with third parties and its business systems, records and procedures, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. *Section 53*

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will then make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed *Section 51(1)(f)*

Not applicable.

6. Availability of the Manual *Section 51(3)*

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Transfers (Pty) Limited.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fee structure and forms is not required.

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

DUREE BELEGGINGS BK
(Registration Number CK 86/12119/23)

Overview

Duree Beleggings BK is a Close Corporation which owns immovable property.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer:

Duree Beleggings BK

Postal addresses: P.O. Box 1306
RANT-EN-DAL
1751
South Africa

1st Floor North West Wing
SA Eagle House
1 Ockerse Street
KRUGERSDORP 1739

Telephone: +27 11 660 1322

Facsimile: +27 11 660 5913

E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission
Private Bag 2700
HOUGHTON 2041

Telephone: +27 11 484 8300
Facsimile: +27 11 484 0582
Website: <http://www.sahrc.org.za>
E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

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

4. Records available

For purposes of this Manual and the Act, the Records held by Duree Beleggings BK are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d)
including but not limited to:

- The Close Corporation Act of 1984
- The Income Tax Act of 1962
- Regional Services Councils Act of 1985

4.2. Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the commercial and financial interests of Duree Beleggings BK, including but not limited to its financial records, commercial contracts with third parties and its business systems, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. Section 53

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will then make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed Section 51(1)(f)

Not applicable.

6. Availability of the Manual Section 51(3)

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Duree Beleggings BK.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure and forms is not required.

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

ALAN NICOLL PROPERTIES (PROPRIETARY) LIMITED

(Registration Number 96/14180/07)

Overview

Alan Nicoll Properties (Pty) Limited is a private Company which owns immovable property.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer: Alan Nicoll Properties (Pty) Ltd

Postal addresses: P.O. Box 1306	1 st Floor North West Wing
RANT-EN-DAL	SA Eagle House
1751	1 Ockerse Street
South Africa	KRUGERSDORP 1739
Telephone: +27 11 660 1322	
Facsimile: +27 11 660 5913	E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission	Telephone: +27 11 484 8300
Private Bag 2700	Facsimile: +27 11 484 0582
HOUGHTON 2041	Website: http://www.sahrc.org.za
	E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

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

4. Records available

For purposes of this Manual and the Act, the Records held by Alan Nicoll Properties (Pty) Limited are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d)
including but not limited to:

- The Companies Act of 1973
- The Income Tax Act of 1962
- Value Added Tax Act of 1991
- Regional Services Councils Act of 1985

4.2.1. Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the

commercial and financial interests of Alan Nicoll Properties (Pty) Ltd, including but not limited to its financial records, commercial contracts with third parties and its business systems, records and procedures, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. *Section 53*

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body, either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will then make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed *Section 51(1)(f)*

Not applicable.

6. Availability of the Manual *Section 51(3)*

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Alan Nicoll Properties (Pty) Limited.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure is not required.

MANUAL OF MELOR WAGDIENSTE BK (CK 98/26509/23)

Prepared in accordance with Section 51 of The Promotion of Access to Information Act, Number 2 of 2000 (The Act)

1. CONTACT PARTICULARS

HEAD OF COMPANY: MF BEZUIDENHOUT

17 Eloff Street
KRUGERSDORP

Tel (011) 953-3000

P O BOX 2814
KRUGERSDORP
1740

Fax: (011) 953-2729

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission Tel (011) 484-8300, fax (011) 484-7149

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH MELOR WAGDIENSTE BK HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from MELOR WAGDIENSTE BK.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- | | | | |
|-----|--|-----|--|
| 4.1 | CLOSED CORPORATION ACT 69 OF 1984 (as amended) | 4.2 | LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 | BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 | UNEMPLOYMENT INSURANCE ACT 30 OF 1966 |
| 4.5 | EMPLOYMENT EQUITY ACT 55 OF 1998 | | |

- 4.3 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- | | | | |
|-------|-----------------------------|-------|------------------------|
| 5.1.1 | Contract / customer details | 5.1.2 | Administrative matters |
|-------|-----------------------------|-------|------------------------|

5.2 MACHINERY & EQUIPMENT RECORDS:

- | | | | |
|-------|------------------|-------|--------|
| 5.2.1 | Assets registers | 5.2.2 | Safety |
|-------|------------------|-------|--------|

5.3 DISTRIBUTION RECORDS:

- | | |
|-------|-----------------------|
| 5.3.1 | Orders / Instructions |
|-------|-----------------------|

5.4 HUMAN RESOURCES:

- | | | | |
|-------|--|-------|----------------------|
| 5.4.1 | Disciplinary records | 5.4.2 | Payroll records |
| 5.4.3 | Leave, sick leave, maternity and special leave records | 5.4.4 | Returns to UIF |
| 5.4.5 | Employment Equity reports and statistics | 5.4.6 | Employment contracts |

5.5 FINANCIAL RECORDS:



- | | | | |
|-------|------------------------------------|-------|-------------------------------|
| 5.5.1 | Annual Financial reports | 5.5.2 | Financial systems and control |
| 5.5.3 | VAT returns | 5.5.4 | Short term insurance |
| 5.5.5 | Income tax returns and assessments | | |

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of MELOR WAGDIENSTE BK. Completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

7. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of MELOR WAGDIENSTE BK; copies are also available from the South African Human Rights Commission and from the Government printer.

MANUAL OF TECHNO GRAPHIX (PTY) LTD (95/13368/07)Prepared in accordance with Section 51 of The Promotion of Access to Information Act, Number 2 of 2000 The Act**1. CONTACT PARTICULARS**

HEAD OF COMPANY: P. K. P. CHALDECOTT
 106 Hyperion Drive
 North Riding
 RANDBURG
 Tel (011) 462-9397

P O BOX 492
 RANDPARK RIDGE
 2156
 Fax: (011) 462-9364

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission Tel (011) 484-8300, fax (011) 484-7149

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH TECHNO GRAPHIX (PTY) LTD HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from TECHNO GRAPHIX (PTY) LTD.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- | | |
|--|--|
| 4.1 COMPANIES ACT 61 OF 1973 (as amended) | 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966 |

- 4.3 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- | | |
|-----------------------------------|------------------------------|
| 5.1.1 Contract / customer details | 5.1.2 Administrative matters |
|-----------------------------------|------------------------------|

5.2 MACHINERY & EQUIPMENT RECORDS:

- | | |
|------------------------|--------------|
| 5.2.1 Assets registers | 5.2.2 Leases |
|------------------------|--------------|

5.3 DISTRIBUTION RECORDS:

- | | |
|----------------------|----------------|
| 5.3.1 Orders | 5.3.2 Invoices |
| 5.3.3 Delivery notes | |

5.4 HUMAN RESOURCES:

- | | |
|--|-----------------------|
| 5.4.1 Disciplinary records | 5.4.2 Payroll records |
| 5.4.3 Leave, sick leave, maternity and special leave records | 5.4.4 Returns to UIF |
| 5.4.5 Employment contracts | |

5.5 FINANCIAL RECORDS:

- | | |
|--|-------------------------------------|
| 5.5.1 Annual Financial reports | 5.5.2 Financial systems and control |
| 5.5.3 VAT returns | 5.5.4 Short term insurance |
| 5.5.5 Income tax returns and assessments | |

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of TECHNO GRAPHIX (PTY) LTD completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Managing Director.

7. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of TECHNO GRAPHIX (PTY) LTD; copies are also available from the South African Human Rights Commission and from the Government printer.

MANUAL OF WRIGHT BEZUIDENHOUT AFSLAERS EN EIENDOMSAGENTE BK (CK 96/06701/23)

Prepared in accordance with Section 51 of The Promotion of Access to Information Act, Number 2 of 2000 (The Act)

1. CONTACT PARTICULARS

HEAD OF COMPANY: MF BEZUIDENHOUT

17 Eloff Street

KRUGERSDORP

Tel (011) 953-3000

P O BOX 2814

KRUGERSDORP

1740

Fax: (011) 953-2729

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission Tel (011) 484-8300, fax (011) 484-7149

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH WRIGHT BEZUIDENHOUT AFSLAERS EN EIENDOMSAGENTE BK HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from WRIGHT BEZUIDENHOUT AFSLAERS EN EIENDOMSAGENTE BK.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- | | | | |
|-----|--|-----|--|
| 4.1 | CLOSED CORPORATION ACT 69 OF 1984 (as amended) | 4.2 | LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 | BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 | UNEMPLOYMENT INSURANCE ACT 30 OF 1966 |

- 4.3 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Administrative matters

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers

5.2.2**5.3 DISTRIBUTION RECORDS:**

- 5.3.1 Invoices

5.4 HUMAN RESOURCES:

- | | | | |
|-------|--|-------|----------------------|
| 5.4.1 | Disciplinary records | 5.4.2 | Payroll records |
| 5.4.3 | Leave, sick leave, maternity and special leave records | 5.4.4 | Returns to UIF |
| 5.4.5 | Employment Equity reports and statistics | 5.4.6 | Employment contracts |

5.5 FINANCIAL RECORDS:

- | | | | |
|-------|------------------------------------|-------|-------------------------------|
| 5.5.1 | Annual Financial reports | 5.5.2 | Financial systems and control |
| 5.5.3 | VAT returns | 5.5.4 | Short term insurance |
| 5.5.5 | Income tax returns and assessments | | |

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of WRIGHT BEZUIDENHOUT AFSLAERS EN EIENDOMSAGENTE BK completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

7. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of WRIGHT BEZUIDENHOUT AFSLAERS EN EIENDOMSAGENTE BK; copies are also available from the South African Human Rights Commission and from the Government printer.

MANUAL OF SPERANZA BUILDING CC (CK 87/16793/23)

Prepared in accordance with Section 51 of The Promotion of Access to Information Act, Number 2 of 2000 ~~the Act~~

1. CONTACT PARTICULARS

HEAD OF COMPANY: MF BEZUIDENHOUT

17 Eloff Street

KRUGERSDORP

Tel (011) 953-3000

P O BOX 2814

KRUGERSDORP

1740

Fax: (011) 953-2729

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission Tel (011) 484-8300, fax (011) 484-7149

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH SPERANZA BUILDING CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from SPERANZA BUILDING CC.

4. INFORMATION HELD


The following records are available in accordance with the following legislation:

4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**4.3 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.****5.1 OPERATIONAL / MANUFACTURING RECORDS:****5.1.1 Administrative matters****5.1.2 Leases****5.2 MACHINERY & EQUIPMENT RECORDS:****5.2.1 Assets registers****5.2.2. Safety****5.3 HUMAN RESOURCES:****5.3.1 Employment contracts****5.4 FINANCIAL RECORDS:****5.4.1 Annual Financial reports****5.5.2 Financial systems and control****5.4.3 VAT returns****5.5.4 Short term insurance****5.5.5 Income tax returns and assessments****6 REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form, that is available at the offices of SPERANZA BUILDING CC completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of SPERANZA BUILDING CC; copies are also available from the South African Human Rights Commission and from the Government printer.

MANUAL OF MECHANICAL & MACHINE TOOL SERVICES (PTY) LTD (1998/022064/07)Prepared in accordance with section 51 of The Promotion of Access to Information Act, Number 2 of 2000  The Act**1. CONTACT PARTICULARS**

HEAD OF COMPANY: PV DESCROIZILLES

ACTIVIA ROAD CNR RONBEK ROAD

ACTIVIA PARK

GERMISTON

Tel (011) 828-1653/1081

e-mail: machine@iafrica.com

P O BOX 6445

HOMESTEAD

1412

Fax: (011) 828-5987

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH MACHANICAL & MACHINE TOOL SERVICES (PTY) LTD HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from MACHANICAL & MACHINE TOOL SERVICES (PTY) LTD

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- | | | | |
|-----|---------------------------------------|-----|--|
| 4.1 | COMPANIES ACT 61 OF 1973 (as amended) | 4.2 | LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
|-----|---------------------------------------|-----|--|

- | | | | |
|-----|--|-----|---------------------------------------|
| 4.3 | BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 | UNEMPLOYMENT INSURANCE ACT 30 OF 1966 |
|-----|--|-----|---------------------------------------|

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- | | | | |
|-------|--|-------|------------------------------|
| 5.1.1 | Production, project management and services; | 5.1.2 | Contract / customer details; |
| 5.1.3 | Administrative matters | 5.1.4 | Cost analyses |

5.2 MACHINERY & EQUIPMENT RECORDS:

- | | | | |
|-------|------------------|-------|--------|
| 5.2.1 | Assets registers | 5.2.2 | Leases |
|-------|------------------|-------|--------|

5.3 DISTRIBUTION RECORDS:

- | | | | |
|-------|----------------|-------|----------|
| 5.3.1 | Orders | 5.3.2 | Invoices |
| 5.3.3 | Delivery notes | | |

5.4 HUMAN RESOURCES:

- | | | | |
|-------|--|-------|----------------|
| 5.4.1 | Payroll records | 5.4.2 | Returns to UIF |
| 5.4.3 | Leave, sick leave, maternity and special leave records | | |

5.5 FINANCIAL RECORDS:

- | | | | |
|-------|------------------------------------|-------|-------------------------------|
| 5.5.1 | Annual Financial reports | 5.5.2 | Financial systems and control |
| 5.5.3 | VAT returns | 5.5.4 | Short term insurance |
| 5.5.4 | Income tax returns and assessments | | |

5.6 MARKETING MATEIAL

- | | | | |
|-------|----------------|-------|-----------|
| 5.6.1 | Annual reports | 5.6.2 | Pamphlets |
|-------|----------------|-------|-----------|

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of MACHANICAL & MACHINE TOOL SERVICES (PTY) LTD, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of MACHANICAL & MACHINE TOOL SERVICES (PTY) LTD; copies are also available from the South African Human Rights Commission and from the Government printer.

HERMAN VAN DER MERWE & CHRISTO SWART ATTORNEYS

**MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT (NO.2 OF 2000)**
MANUAL FOR PRIVATE BODIES IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT (NO.2 OF 2000)

1. NAME OF THE COMPANY

Herman van der Merwe & Christo Swart Attorneys

2. HEAD OF THE COMPANY

Herman van der Merwe

3. INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT

Physical address : 5 Ontdekkers Road , Roodepoort
 Postal address : PO Box 1956 , Roodepoort, 1725
 Head of Body : Herman van der Merwe
 Telephone no : 011 - 955 - 1042
 Fax no : 011 - 955 - 6825
 E-mail : hvdmerwe@law.co.za

4. INFORMATION REQUIRED UNDER SECTION 51(1)(b) OF THE ACT**GUIDE REFERRED TO IN SECTION 10**

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003 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 200 set forth how the Human Rights Commission should make the guide available.

5. INFORMATION REQUIRED UNDER SECTION 51(1)(c) OF THE ACT**LATEST NOTICE**

Copy of notice, if any required under Section 51(1) of the Act currently not applicable.

6. INFORMATION REQUIRED UNDER SECTION 51(1)(d) OF THE ACT**RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

The relevant records of a public nature provided for in terms of the following Acts can be found in the firm's various policies and procedures, and the relevant notifications, and are held at the Registered office address in South Africa.

*	Companies Act	61 of 1973
*	Attorneys Act	53 of 1973
*	Income Tax Act	58 of 1962
*	Value Added Tax	89 of 1991
*	Regional Service Councils Act	109 of 1985
*	Unemployment Insurances Act	63 of 2001
*	Labour Relations Act	66 of 1995
*	Basic Conditions of Employment Act	75 of 1997
*	Employment Equity Act	55 of 1998
*	Skills Development Levies Act	9 of 1999
*	Pension Funds Act	24 of 1956
*	Medical Schemes Act	131 of 1989
*	Copyright Act	98 of 1978

7. INFORMATION REQUIRED UNDER SECTION 51(1)(d) OF THE ACT
REQUESTS FOR ACCESS TO RECORDS, DESCRIPTION OF SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS

Requests for access to the records available under (d) above, or other relevant operational information, should be made in terms of section 53 of the Act and directed to the Company Secretary, at PO Renishaw, KwaZulu-Natal, 4181. Public information on the Company can be found at the physical address.

8. INFORMATION REQUIRED UNDER SECTION 51(1)(f) OF THE ACT
OTHER INFORMATION AS MAY BE PRESCRIBED UNDER SECTION 51(1)(f) OF THE ACT

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

9. INFORMATION REQUIRED UNDER SECTION 51(3) OF THE ACT
AVAILABILITY OF MANUAL

An unabridged version of this manual is available for inspection by the general public upon request during office hours and free of charge at the office of Herman van der Merwe & Christo Swart.

Copies may also be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces.

10. PRESCRIBED FORM AND FEE STRUCTURE IN RESPECT OF PRIVATE BODIES

The forms and fee structure prescribed under the Act are available at the Website of the Department of Justice and Constitutional Development (www.doi.gov.za) under the "regulations" section.

SECTION 51 MANUAL FOR



Premier Personnel

*Prepared in terms of the requirements of the
Promotion of Access to Information Act No 2 of 2000*

Registration Number:

96/16514/07

Executive Directors:

M. Khoury
M.C. Khoury

INTRODUCTION TO PREMIER PERSONNEL (PTY) LTD

Premier Personnel was founded in 1982 with its focus on executive and senior placements in targeted areas. These speciality areas include Banking, Merchant Banking, Financial Services and Treasury, Management Consulting, Stockbroking, Healthcare and Investment Banking. In more recent times, the company had added Information Technology, Legal, Marketing and Telecoms to its placement profile.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact Details [Section 51(1)(a)]****Company Name:**

Premier Personnel (Pty) Ltd

Managing Director:

Mr Marius Khoury

Information officer:

Mr Marius Khoury – Managing Director
marius@premier.co.za

Street Address: AON House
28 Fricker Road
Illovo
2196

Post address: P O Box 728
Northlands
2116

Telephone: +27 11 268 5600

Fax: +27 11 268 5599

Website: www.premier.co.za

Note: Public Information on the company is available on the company's website (www.adcorp.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 11 484-1360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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

1. Basic Conditions of Employment Act No 75 of 1997
2. Companies Act No 61 of 1973
3. Employment Equity Act No 55 of 1998
4. Labour Relations Act No 66 of 1995
5. Skills Development Act No 97 of 1998
6. Skills Development Levies Act No 9 of 1999
7. Unemployment Insurance Act No 30 of 1966
8. Value Added Tax Act No 89 of 1991
9. Income Tax Act No 95 of 1967

4. Access to records held by Adcorp Holdings Limited [Section 51 (1) (c) & e)]**i. Automatic disclosures [Section 51 (1) (c)]*****Information that is freely available***

Premier Personnel Marketing Brochure

Website Information – www.premier.co.za

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

Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

FINANCE AND ADMINISTRATION**1. HUMAN RESOURCES**

- Policies on staff recruitment and other staff related policies
- Employment contracts

2. FINANCIAL MANAGEMENT

- Budgets
- Monthly actuals
- Strategic plans

3. COMPANY SECRETARIAL

- Company Registrations

4. RECRUITMENT INFORMATION

- Candidate Curriculum Vitae
- Reference Checks on Candidates
- Surveys

iii. The request procedures

- A requester must use the prescribed to make the request for access to information. The request must be made to the Information Officer. This

request must be made to the address, fax number or electronic mail address as per Section 53(1) (a).

- The requester must provide sufficient detail on the request form to enable the Information Officer 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 private body [s 53(2) (f)].

Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The 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 [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3) (b)].
- After the Information Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is available for inspection at Adcorp Holdings offices and copies are available on our website (www.premier.co.za) or alternative copies are available at the SAHRC or in the Gazette. In respect of hard copies, any transmission costs/postage will be for the account of the requester.

BARLOWORLD LTD**(Company Registration No. 1918/000095/06)**

**And those subsidiary companies listed in Annexure 1
(hereinafter collectively referred to as "Barloworld Ltd")**

**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: Barloworld Limited
Head of body: Mr A J Phillips
Address: Barloworld Corporate Office
180 Katherine Street
Sandton
2126

Postal Address: P.O. Box 782248
Sandton
2146

**All requests for information in terms of the Act should be addressed to
the appointed Deputy Information Officer, Mr Michael Barnett, who can be
contacted as follows:**

Telephone No.: (011) 445-1489
Fax: (011) 444-4170
e-mail: mjb@barloworld.com

PART II

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

As at the time of compiling this manual the guide referred to in this section has not yet been compiled by the Human Rights Commission. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

PART III

Information referred to under section 51 (1) (c) of the Act

The following categories of records will be freely available:

1. Annual Reports
2. Marketing and promotional material published by Barloworld Ltd
3. All information published on the Barloworld Website (www.barloworld.com)

PART IV

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

Records are kept in accordance with the following legislation:

Income Tax Act, 58 of 1962

Unemployment Insurance Act, 30 of 1966

Value-Added Tax Act, 89 of 1991

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Labour Relations Act, 66 of 1995

Basic Conditions of Employment Act, 75 of 1997

Employment Equity Act, 55 of 1998

3

Skills Development Levies Act, 9 of 1999

Pension Funds Act, 24 of 1956

Companies Act, 61 of 1973

National Environmental Management Act, 107 of 1998

Regional Services Councils Act, 109 of 1985

Occupational Health and Safety Act, 85 of 1993

Stock Exchanges Control Act, 1 of 1985

Aviation Act, 74 of 1962

Trademarks Act, 194 of 1993

PART V

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

Personnel records

Personnel refers to any person who works for or provides services to or on behalf of Barloworld Ltd and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of Barloworld Ltd. This includes, without limitation, directors, executives, non-executives, all permanent, temporary and part-time staff as well as contract workers.

Personnel records include the following:

- Any personal records provided to Barloworld Ltd by their personnel;
- Any records that a third party has provided to Barloworld Ltd about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

Customer-related records

A customer includes any natural or juristic entity that receives services from Barloworld Ltd. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of Barloworld Ltd;
- Any records a third party has provided to Barloworld Ltd; and
- Records generated by or within Barloworld Ltd pertaining to the customer, including transactional records.

Records pertaining to Barloworld Ltd

4

The following are considered to include but not be limited to records that pertain to Barloworld Ltd's own affairs:

- Financial records;
- Operational records;
- Databases;
- Marketing records;
- Internal correspondence;
- Statutory records;
- Internal policies and procedures;
- Treasury-related records;
- Securities and equities; and
- Records held by officials of Barloworld Ltd;
- Software and licensing agreements.

Other Parties

Barloworld Ltd may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary and associated companies, joint venture companies and service providers. Alternatively, such other parties may possess records that can be said to belong to Barloworld Ltd.

The following records fall under this category:

- Personnel, customer or Barloworld Ltd's records which are held by another party as opposed to being held by Barloworld Ltd; and
- Records held by Barloworld Ltd pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

ANNEXURE 1

COMPANY	REGISTRATION NO	COMPANY	REGISTRATION NO
A. BLAIKIE & CO. (PTY) LTD	1926/000140/07	F.T. BUILDING SUPPLIES (PTY) LTD	1995/003426/07
AMOSITE NOMINEES LTD	1969/006552/06	FEDERATED TIMBERS (PTY) LTD	1961/002512/07
BARLOW (PTY) LTD	1980/000033/07	FEDERATED-BLAIKIE LTD	1965/002325/06
BARLOW RAND LTD	1921/000094/06	G.C.D. TIMBERS (PTY) LTD	1952/001668/07
BARLOWORLD AIR (PTY) LTD	1962/001625/07	HILLMAN PROPERTIES (SANDTON) (PTY) LTD	1972/011098/07
BARLOWORLD CAPITAL (PTY) LTD	1979/004891/07	JOB CREATION S.A. LTD	1971/007187/06
BARLOWORLD FARMS LTD	1893/000746/06	LAN METRIX (PTY) LTD	1997/013484/07
BARLOWORLD GLOBAL SERVICES (PTY) LTD	1965/007852/07	MIDDELBURG STEEL & ALLOYS HOLDINGS (PTY) LTD	1968/010404/07
BARLOWORLD HOMECARE (PTY) LTD	1971/001216/07	ORLICK INVESTMENTS (PTY) LTD	2000/026002/07
BARLOWORLD INFORMATION SYSTEMS (PTY) LTD	1961/001512/07	R.M.B. ALLOYS (PTY) LTD	1961/001774/07
BARLOWORLD INVESTMENTS (PTY) LTD	1965/007346/07	RAND MINES HOLDINGS LTD	1968/004924/06
BARLOWORLD KNYSNA PROPERTIES (PTY) LTD	1963/006192/07	SANDTON METAL PRODUCTS (PTY) LTD	1954/002565/07
BARLOWORLD TRUST COMPANY LTD	1964/004845/06	STEEL CITY (PTY) LTD	1972/014356/07
BARLOWS APPLIANCE CO. LTD	1945/018545/06	TERRANOVA INVESTMENTS LTD	1946/021823/06
BARLOWS CEMENT INVESTMENTS LTD	1971/011042/06	THE CORNER HOUSE INVESTMENT CO. LTD	1958/003127/06
BARLOWS CONSUMER ELECTRIC PRODUCTS GROUP LTD	1937/009437/06	THESEN & CO. (PTY) LTD	1905/000694/07
BARLOWS HOME APPLIANCES (PTY) LTD	1975/003316/07	THESEN EXPORTS (PTY) LTD	1966/000460/07
BARLOWS SHIPPING SERVICES (PTY) LTD	1950/037407/07	THESEN PROPERTIES (PTY) LTD	1964/002970/07
BAROB INVESTMENTS (PTY) LTD	1961/001669/07	TRANS CONNECTOR (PTY) LTD	1954/003297/07
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