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## **M A N U A L S**

*IN ACCORDANCE WITH*

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



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

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Manual as required by Section 51 of The Promotion of Access to Information Act, No 2 of 2000 ("the Act")

**IDWALA INDUSTRIAL HOLDINGS (PTY) LIMITED**  
(Reg. No. 1998/007355/07)

**1. Interpretation**

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention – an expression which denotes –

- 1.1 any gender includes the other genders;
- 1.1.2 a natural person includes an artificial or juristic person and vice versa;
- 1.1.3 the singular includes the plural and vice versa;
- 1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings –
- 1.2.1 "this document" – this document together with all of its annexures, as amended from time to time;
- 1.2.2 "business day" – any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;
- 1.2.3 "the company" – Idwala Industrial Holdings (Pty) Limited;
- 1.2.4 "the Act" – Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;
- 1.2.5 "request liaison officer" – the General Manager: Treasury and Administration of Idwala Industrial Holdings (Pty) Limited.
- 1.3 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
- 1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;
- 1.5 where any term defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;
- 1.6 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day, which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.
- 1.7 any reference to days (other than a reference to business day), months or years shall be a reference to calendar days, months or years, as the case may be;
- 1.8 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *etuisdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
- 1.9 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
- 1.10 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/it with the provisions of the Act before lodging any request with the company.

**2. Aim**

To facilitate the requests for access to records of the company as provided for in the Act.

**3. Contact Details**

Request Liaison Officer:

P D Buchner Telephone Number: 011 799 6662  
General Manager: Facsimile Number: 011 706 0044  
Treasury & Admin Email: buh@idwala.co.za  
Postal Address: Physical Address:  
Private Bag X93 Ground Floor, Unit A  
Bryanston Stonewedge Office Park  
2021 1 Wedge Link Road  
Bryanston

**4. Human Rights Commission ("HRC") Guide**

- 4.1 The HRC will compile a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.
- 4.2 This guide was not available at the time this manual was prepared.
- 5. Records That Are Automatically Available To Either Employees Only Or The General Public And Employees
- 5.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –
- 5.1.1 personnel records are available to the employee whose file it is;
- 5.1.2 records of disciplinary hearings and related matters are available to the employee concerned;
- 5.1.3 the company's policies and procedures manuals;
- 5.1.4 any file, document, drawing, plan, list, spreadsheet, etc. (including electronic format) related to the employee's function for which he/she is employed;
- 5.1.5 medical aid rates, benefits and rules;
- 5.1.6 retirement fund rules and statements relating to benefits;
- 5.1.7 Company media releases;
- 5.1.8 the Company's website.
- 5.2 The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure

outlined in paragraph 10 –

- 5.2.1 the company's employment equity plan;
- 5.2.2 the company's skills development plan;
- 5.2.3 any other document of public record in terms of any other legislation.
- 5.3 The fee structure is available from the Company on request.
- 6. Records Held By The Company In Terms Of Other Legislation As Contemplated In Section 51(1)(D) Of The Act
- The following records are not automatically available without a request in terms of the Act.
- 6.1 all statutory returns –
- 6.1.1 VAT;
- 6.1.2 workmen's compensation;
- 6.1.3 UIF;
- 6.1.4 regional services levies;
- 6.1.5 skills development levies.
- 7. Other Types Of Records Held By The Company As Contemplated In Section 51(1)(C)
- These records are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.
- 7.1 Human resources department –
- 7.1.1 personnel information including employment history and health records that the company may hold from time to time;
- 7.1.2 training and development information;
- 7.1.3 general files containing information on employee benefits and employee recruitment and selection information;
- 7.1.4 retirement fund benefit distributions.
- 7.2 Project management –
- 7.2.1 building plans;
- 7.2.2 information generally related to projects conducted by the company from time to time
- 7.2.3 technical drawings and specifications.
- 7.3 Information technology –
- 7.3.1 usage statistics;
- 7.3.2 equipment details;
- 7.3.3 costings of hardware and software.
- 7.4 Catering –
- 7.4.1 function records and related costings;
- 7.4.2 stock sheets;
- 7.4.3 list of suppliers.
- 7.5 Companies department –
- 7.5.1 company secretarial records;
- 7.5.2 tax records;
- 7.5.3 insurance records;
- 7.5.4 minutes of meetings and meeting related documents;
- 7.5.5 financial structures;
- 7.5.6 agreements.
- 7.6 Accounts department –
- 7.6.1 financial records;
- 7.6.2 a list of the company's creditors and debtors;
- 7.6.3 salary information;
- 7.6.4 bank account information (other than name, branch number and account number);
- 7.6.5 fixed assets register.
- 7.7 Marketing department –
- 7.7.1 company brochures and publications;
- 7.7.2 documents relating to public relations events;
- 7.7.3 marketing reports;
- 7.7.4 product specifications and technical drawings;
- 7.7.5 agreements relating to product know-how.
- 7.8 Support services –
- 7.8.1 delivery and collection sheets;
- 7.8.2 list of suppliers
- 7.8.3 raw material reserves.
- 7.9 Documents concerning compliance by the company, insofar as it may be necessary, with legal obligations in terms of any legislation.
- 8. Process Of Requesting Information Not Automatically Available
- 8.1 A request must be made on the prescribed form. A copy of the form is attached marked Annexure "A" ("the prescribed form").
- 8.2 The prescribed form should be submitted to the request liaison officer.
- 8.3 The same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 8.4 The following fees should accompany the prescribed form –
- 8.4.1 R50,00;
- 8.4.2 if the request liaison officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30,00 for each hour or part thereof, exceeding the six hours;
- 8.5 The request liaison officer, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 8.6 The requester will be notified of the decision of the request liaison officer in the manner indicated by the requester.



- 8.7 If the request is granted, the requester shall be informed by the request liaison officer in the manner indicated by the requester in the prescribed form.
- 8.8 Notwithstanding the foregoing, the company will advise the requester in the manner stipulated by the requester in the prescribed form of—
- 8.8.1 the access fee to be paid for the information (in accordance with paragraph 5.3);
- 8.8.2 the format in which access will be given;
- 8.8.3 the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.
- 8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 8.10 If the request for access is refused, the request liaison officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state—
- 8.10.1 adequate reasons for the refusal;
- 8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.
- 8.11 Upon the refusal by the request liaison officer, the deposit paid by the requester will be refunded.
- 8.12 If the request liaison officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the request liaison officer has refused the request.
- 8.13 The request liaison officer may decide to extend the period of thirty days ("original period") for another period of not more than thirty days if—
- 8.13.1 the request is for a large number of records;
- 8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the registered office of the company;
- 8.13.3 consultation among divisions or departments, as the case may be, of the company is required;
- 8.13.4 the requester consents to such an extension in writing;
- 8.13.5 the parties agree in any other manner to such an extension.
- 8.14 Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.
- 8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.
9. Information Or Records Not Found
- 9.1 If a requested record cannot be found or if the records do not exist, the request liaison officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.
- 9.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the request liaison officer with every person who conducted the search.
- 9.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.
- 9.4 If the record should later be found, the requester must be given access to the record in the manner stipulated by the requester in the prescribed form unless the request liaison officer refuses access.
- 9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the company may refuse, on certain specified grounds, to provide information to a requester.
10. Information Requested About A Third Party
- 10.1 Section 71 of the Act makes provision for a request for information or records about a third party.
- 10.2 In considering such a request, the company will adhere to the provisions of sections 71 to 74 of the Act.
- 10.3 The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the company is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the request liaison officer by referring the matter to the High Court.
11. Updating Of Manual
- The company will update this manual at such intervals as may be necessary.

**IDWALA ENVIRONMENTAL TRUST**  
(Reg. No. IT6117/99)

1. Interpretation
- In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention—
- 1.1 an expression which denotes—
- 1.1.1 any gender includes the other genders;
- 1.1.2 a natural person includes an artificial or juristic person and vice versa;
- 1.1.3 the singular includes the plural and vice versa;
- 1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings—
- 1.2.1 "this document"—this document together with all of its annexures, as amended from time to time;
- 1.2.2 "business day"—any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;
- 1.2.3 "the Trust"—Idwala Environmental Trust;
- 1.2.4 "the Act"—Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;
- 1.3 any reference to any statute, regulation or other legislation shall be a

- reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
- 1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;
- 1.5 where any term defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;
- 1.6 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day, which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.
- 1.7 any reference to days (other than a reference to business day), months or years shall be a reference to calendar days, months or years, as the case may be;
- 1.8 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *ejusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
- 1.9 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
- 1.10 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/it with the provisions of the Act before lodging any request with the trust.
2. Aim
- To facilitate the requests for access to records of the Trust as provided for in the Act.
3. Contact Details
- Request Liaison Officer:
- P D Buchner Telephone Number: 011 799 6662  
Trustee Facsimile Number: 011 706 0044  
Email: buh@idwala.co.za
- Postal Address: Physical Address:  
Private Bag X93 Ground Floor, Unit A  
Bryanston Stonewedge Office Park  
2021 1 Wedge Link Road  
Bryanston
4. Human Rights Commission ("HRC") Guide
- 4.1 The HRC will compile a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.
- 4.2 This guide was not available at the time this manual was prepared.
5. Records That Are Automatically Available To Either Beneficiaries Only Or The General Public
- 5.1 The following records are automatically available to all beneficiaries and need not be requested in accordance with the procedure outlined in paragraph 10—
- 5.1.1 The Trust Deed;
- 5.1.2 The Trust annual financial statements;
- 5.1.3 Any other document/record available in terms of the Trust Deed.
- 5.2 There are no records automatically available to the general public which need not be requested in accordance with the procedure outlined in paragraph 10.
- 5.3 The fee structure is available from the Trust on request.
6. Records Held By The Trust In Terms Of Other Legislation As Contemplated In Section 51(1)(D) Of The Act
- Records are held in terms of:
- 6.1 Income Tax Act, 1962
- 6.2 Minerals Act, 1991
- 6.3 Atmospheric Pollution Prevention Act, 1965
7. Water Act, 1956 Other Types Of Records Held By The Trust As Contemplated In Section 51(1)(C)
- Records which are not automatically available without a request in terms of the Act are to be requested in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for access to a record of the Trust if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.
8. Process Of Requesting Information Not Automatically Available
- 8.1 A request must be made on the prescribed form. A copy of the form is attached marked Annexure "A" ("the prescribed form").
- 8.2 The prescribed form should be submitted to the Request Liaison Officer.
- 8.3 The same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a beneficiary of the Trust.
- 8.4 The following fees should accompany the prescribed form—
- 8.4.1 R50,00;
- 8.4.2 if the Request Liaison Officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30,00 for each hour or part thereof, exceeding the six hours;
- 8.5 The Request Liaison Officer, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 8.6 The requester will be notified of the decision of the Request Liaison Officer

in the manner indicated by the requester.

- 8.7 If the request is granted, the requester shall be informed by the request liaison officer in the manner indicated by the requester in the prescribed form.
- 8.8 Notwithstanding the foregoing, the Trust will advise the requester in the manner stipulated by the requester in the prescribed form of –
  - 8.8.1 the access fee to be paid for the information (in accordance with paragraph 5.3);
  - 8.8.2 the format in which access will be given;
  - 8.8.3 the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.
- 8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 8.10 If the request for access is refused, the Request Liaison Officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –
  - 8.10.1 adequate reasons for the refusal;
  - 8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.
- 8.11 Upon the refusal by the Request Liaison Officer, the deposit paid by the requester will be refunded.
- 8.12 If the Request Liaison Officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the request liaison officer has refused the request.
- 8.13 The Request Liaison Officer may decide to extend the period of thirty days ("original period") for another period of not more than thirty days if –
  - 8.13.1 the request is for a large number of records;
  - 8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the registered office of the Trust;
  - 8.13.3 consultation among divisions or departments, as the case may be, of the company is required;
  - 8.13.4 the requester consents to such an extension in writing;
  - 8.13.5 the parties agree in any other manner to such an extension.
- 8.14 Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.
- 8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.
9. **Information Or Records Not Found**
  - 9.1 If a requested record cannot be found or if the records do not exist, the Request Liaison Officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.
  - 9.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the request liaison officer with every person who conducted the search.
  - 9.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.
  - 9.4 If the record should later be found, the requester must be given access to the record in the manner stipulated by the requester in the prescribed form unless the Request Liaison Officer refuses access.
  - 9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the Trust may refuse, on certain specified grounds, to provide information to a requester.
10. **Information Requested About A Third Party**
  - 10.1 Section 71 of the Act makes provision for a request for information or records about a third party.
  - 10.2 In considering such a request, the Trust will adhere to the provisions of sections 71 to 74 of the Act.

The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the Trust is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to Part 4 of the Act entitle third parties to dispute the decisions of the Request or concerning such third parties. In addition, the provisions of Chapter 2 of Liaison Officer by referring the matter to the High Court.
11. **Updating Of Manual**

The Trust will update this manual at such intervals as may be necessary.

**IDWALA INDUSTRIAL (PTY) LIMITED**  
(Reg. No. 1938/010883/07)

1. **Interpretation**

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention – an expression which denotes –
  - 1.1.1 any gender includes the other genders;
  - 1.1.2 a natural person includes an artificial or juristic person and vice versa;
  - 1.1.3 the singular includes the plural and vice versa;

1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings –
  - 1.2.1 "this document" – this document together with all of its annexures, as amended from time to time;
  - 1.2.2 "business day" – any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;
  - 1.2.3 "the company" – Idwala Industrial (Pty) Limited;
  - 1.2.4 "the Act" – Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;

- 1.2.5 "request liaison officer" – the General Manager: Treasury and Administration of Idwala Industrial Holdings (Pty) Limited.
- 1.3 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
- 1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;
- 1.5 where any term defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;
- 1.6 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day, which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.
- 1.7 any reference to days (other than a reference to business day), months or years shall be a reference to calendar days, months or years, as the case may be;
- 1.8 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
- 1.9 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
- 1.10 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/it with the provisions of the Act before lodging any request with the company.
2. **Aim**

To facilitate the requests for access to records of the company as provided for in the Act.
3. **Contact Details**

Request Liaison Officer:  
P D Buchner Telephone Number: 011 799 6662  
General Manager: Facsimile Number: 011 706 0044  
Treasury & Admin Email: buh@idwala.co.za  
Postal Address: Physical Address:  
Private Bag X93 Ground Floor, Unit A  
Bryanston Stonewedge Office Park  
2021 1 Wedge Link Road  
Bryanston
4. **Human Rights Commission ("HRC") Guide**
  - 4.1 The HRC will compile a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.
  - 4.2 This guide was not available at the time this manual was prepared.
5. **Records That Are Automatically Available To Either Employees Only Or The General Public And Employees**
  - 5.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –
    - 5.1.1 personnel records are available to the employee whose file it is;
    - 5.1.2 records of disciplinary hearings and related matters are available to the employee concerned;
    - 5.1.3 the company's policies and procedures manuals;
    - 5.1.4 any file, document, drawing, plan, list, spreadsheet, etc. (including electronic format) related to the employee's function for which he/she is employed;
    - 5.1.5 Company media releases;
    - 5.1.6 the Company's website.
  - 5.2 The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –
    - 5.2.1 the company's employment equity plan;
    - 5.2.2 the company's skills development plan;
    - 5.2.3 any other document of public record in terms of any other legislation.
  - 5.3 The fee structure is available from the Company on request.
6. **Records Held By The Company In Terms Of Other Legislation As Contemplated In Section 51(1)(D) Of The Act**

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

  - 6.1 all statutory returns –
    - 6.1.1 VAT;
    - 6.1.2 workmen's compensation;
    - 6.1.3 UIF;
    - 6.1.4 regional services levies;
    - 6.1.5 skills development levies.
7. **Other Types Of Records Held By The Company As Contemplated In Section 51(1)(C)**

These records are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.
- 7.1 Human resources department –



- 7.1.1 personnel information including employment history and health records that the company may hold from time to time;
- 7.1.2 training and development information;
- 7.1.3 general files containing information on employee benefits and employee recruitment and selection information;
- 7.1.4 retirement fund benefit distributions.
- 7.2 Project management –
- 7.2.1 building plans;
- 7.2.2 information generally related to projects conducted by the company from time to time
- 7.2.3 technical drawings and specifications.
- 7.3 Information technology –
- 7.3.1 usage statistics;
- 7.3.2 equipment details;
- 7.3.3 costings of hardware and software.
- 7.4 Catering –
- 7.4.1 function records and related costings;
- 7.4.2 stock sheets;
- 7.4.3 list of suppliers.
- 7.5 Companies department –
- 7.5.1 company secretarial records;
- 7.5.2 tax records;
- 7.5.3 insurance records;
- 7.5.4 minutes of meetings and meeting related documents;
- 7.5.5 financial structures;
- 7.5.6 agreements.
- 7.6 Accounts department –
- 7.6.1 financial records;
- 7.6.2 a list of the company's creditors and debtors;
- 7.6.3 salary information;
- 7.6.4 bank account information (other than name, branch number and account number);
- 7.6.5 fixed assets register.
- 7.7 Marketing department –
- 7.7.1 company brochures and publications;
- 7.7.2 documents relating to public relations events;
- 7.7.3 marketing reports;
- 7.7.4 product specifications and technical drawings;
- 7.7.5 agreements relating to product know-how.
- 7.8 Support services –
- 7.8.1 delivery and collection sheets;
- 7.8.2 list of suppliers
- 7.8.3 raw material reserves.
- 7.9 Documents concerning compliance by the company, insofar as it may be necessary, with legal obligations in terms of any legislation.
8. Process Of Requesting Information Not Automatically Available
- 8.1 A request must be made on the prescribed form. A copy of the form is attached marked Annexure "A" ("the prescribed form").
- 8.2 The prescribed form should be submitted to the Request Liaison Officer.
- 8.3 The same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 8.4 The following fees should accompany the prescribed form –
- 8.4.1 R50,00;
- 8.4.2 if the Request Liaison Officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30,00 for each hour or part thereof, exceeding the six hours;
- 8.5 The Request Liaison Officer, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 8.6 The requester will be notified of the decision of the Request Liaison Officer in the manner indicated by the requester.
- 8.7 If the request is granted, the requester shall be informed by the Request Liaison Officer in the manner indicated by the requester in the prescribed form.
- 8.8 Notwithstanding the foregoing, the company will advise the requester in the manner stipulated by the requester in the prescribed form of –
- 8.8.1 the access fee to be paid for the information (in accordance with paragraph 5.3);
- 8.8.2 the format in which access will be given;
- 8.8.3 the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.
- 8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 8.10 If the request for access is refused, the Request Liaison Officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –
- 8.10.1 adequate reasons for the refusal;
- 8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.
- 8.11 Upon the refusal by the Request Liaison Officer, the deposit paid by the requester will be refunded.
- 8.12 If the Request Liaison Officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the Request Liaison Officer has refused the request.
- 8.13 The Request Liaison Officer may decide to extend the period of thirty days ("original period") for another period of not more than thirty days if –
- 8.13.1 the request is for a large number of records;
- 8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the registered office of the company;
- 8.13.3 consultation among divisions or departments, as the case may be, of the company is required;
- 8.13.4 the requester consents to such an extension in writing;
- 8.13.5 the parties agree in any other manner to such an extension.
- 8.14 Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.
- 8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.
9. Information Or Records Not Found
- 9.1 If a requested record cannot be found or if the records do not exist, the Request Liaison Officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.
- 9.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the Request Liaison Officer with every person who conducted the search.
- 9.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.
- 9.4 If the record should later be found, the requester must be given access to the record in the manner stipulated by the requester in the prescribed form unless the Request Liaison Officer refuses access.
- 9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the company may refuse, on certain specified grounds, to provide information to a requester.
10. Information Requested About A Third Party
- 10.1 Section 71 of the Act makes provision for a request for information or records about a third party.
- 10.2 In considering such a request, the company will adhere to the provisions of sections 71 to 74 of the Act.
- 10.3 The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the company is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the Request Liaison Officer by referring the matter to the High Court.
11. Updating Of Manual
- The company will update this manual at such intervals as may be necessary.

# **IDWALA INVESTMENT HOLDINGS (PTY) LIMITED** (Reg. No. 1998/007354/07)

1. Interpretation
- In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention –
- 1.1 an expression which denotes –
- 1.1.1 any gender includes the other genders;
- 1.1.2 a natural person includes an artificial or juristic person and vice versa;
- 1.1.3 the singular includes the plural and vice versa;
- 1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings –
- 1.2.1 "this document" – this document together with all of its annexures, as amended from time to time;
- 1.2.2 "business day" – any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;
- 1.2.3 "the company" – Idwala Investment Holdings (Pty) Limited;
- 1.2.4 "the Act" – Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;
- 1.2.5 "request liaison officer" – the General Manager: Treasury and Administration of Idwala Industrial Holdings (Pty) Limited.
- 1.3 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
- 1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;
- 1.5 where any term defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;
- 1.6 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day, which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.
- 1.7 any reference to days (other than a reference to business day), months or years shall be a reference to calendar days, months or years, as the case may be;
- 1.8 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *ejusdem generis* rule shall not be applied in the interpretation of such general

- wording or such specific example/s;
- 1.9 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
- 1.10 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/it with the provisions of the Act before lodging any request with the company.
2. Aim  
To facilitate the requests for access to records of the company as provided for in the Act.
3. Contact Details  
Request Liaison Officer:  
P D Buchner Telephone Number: 011 799 6662  
General Manager: Facsimile Number: 011 706 0044  
Treasury & Admin Email: buh@idwala.co.za  
Postal Address: Physical Address:  
Private Bag X93 Ground Floor, Unit A  
Bryanston Stonewedge Office Park  
2021 1 Wedge Link Road  
Bryanston
4. Human Rights Commission ("HRC") Guide  
4.1 The HRC will compile a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.  
4.2 This guide was not available at the time this manual was prepared.
5. Records That Are Automatically Available To Either Employees Only Or The General Public And Employees  
5.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –  
5.1.1 personnel records are available to the employee whose file it is;  
5.1.2 records of disciplinary hearings and related matters are available to the employee concerned;  
5.1.3 the company's policies and procedures manuals;  
5.1.4 any file, document, drawing, plan, list, spreadsheet, etc. (including electronic format) related to the employee's function for which he/she is employed;  
5.1.5 Company media releases;  
5.1.6 the Company's website.  
5.2 The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –  
5.2.1 the company's employment equity plan;  
5.2.2 the company's skills development plan;  
5.2.3 any other document of public record in terms of any other legislation.  
5.3 The fee structure is available from the Company on request.
6. Records Held By The Company In Terms Of Other Legislation As Contemplated In Section 51(1)(D) Of The Act  
The following records are not automatically available without a request in terms of the Act.  
6.1 all statutory returns –  
6.1.1 VAT;  
6.1.2 workmen's compensation;  
6.1.3 UIF;  
6.1.4 regional services levies;  
6.1.5 skills development levies.
7. Other Types Of Records Held By The Company As Contemplated In Section 51(1)(C)  
These records are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.  
7.1 Human resources department –  
7.1.1 personnel information including employment history and health records that the company may hold from time to time;  
7.1.2 training and development information;  
7.1.3 general files containing information on employee benefits and employee recruitment and selection information;  
7.1.4 retirement fund benefit distributions.  
7.2 Project management –  
7.2.1 building plans;  
7.2.2 information generally related to projects conducted by the company from time to time  
7.2.3 technical drawings and specifications.  
7.3 Information technology –  
7.3.1 usage statistics;  
7.3.2 equipment details;  
7.3.3 costings of hardware and software.  
7.4 Catering –  
7.4.1 function records and related costings;  
7.4.2 stock sheets;  
7.4.3 list of suppliers.  
7.5 Companies department –  
7.5.1 company secretarial records;  
7.5.2 tax records;  
7.5.3 insurance records;  
7.5.4 minutes of meetings and meeting related documents;  
7.5.5 financial structures;  
7.5.6 agreements.  
7.6 Accounts department –  
7.6.1 financial records;  
7.6.2 a list of the company's creditors and debtors;  
7.6.3 salary information;  
7.6.4 bank account information (other than name, branch number and account number);  
7.6.5 fixed assets register.  
7.7 Marketing department –  
7.7.1 company brochures and publications;  
7.7.2 documents relating to public relations events;  
7.7.3 marketing reports;  
7.7.4 product specifications and technical drawings;  
7.7.5 agreements relating to product know-how.  
7.8 Support services –  
7.8.1 delivery and collection sheets;  
7.8.2 list of suppliers  
7.8.3 raw material reserves.  
7.9 Documents concerning compliance by the company, insofar as it may be necessary, with legal obligations in terms of any legislation.
8. Process Of Requesting Information Not Automatically Available  
8.1 A request must be made on the prescribed form. A copy of the form is attached marked Annexure "A" ("the prescribed form").  
8.2 The prescribed form should be submitted to the request liaison officer.  
8.3 The same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.  
8.4 The following fees should accompany the prescribed form –  
8.4.1 R50,00;  
8.4.2 if the request liaison officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30,00 for each hour or part thereof, exceeding the six hours;  
8.5 The request liaison officer, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.  
8.6 The requester will be notified of the decision of the request liaison officer in the manner indicated by the requester.  
8.7 If the request is granted, the requester shall be informed by the request liaison officer in the manner indicated by the requester in the prescribed form.  
8.8 Notwithstanding the foregoing, the company will advise the requester in the manner stipulated by the requester in the prescribed form of –  
8.8.1 the access fee to be paid for the information (in accordance with paragraph 5.3);  
8.8.2 the format in which access will be given;  
8.8.3 the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.  
8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.  
8.10 If the request for access is refused, the request liaison officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –  
8.10.1 adequate reasons for the refusal;  
8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.  
8.11 Upon the refusal by the request liaison officer, the deposit paid by the requester will be refunded.  
8.12 If the request liaison officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the request liaison officer has refused the request.  
8.13 The request liaison officer may decide to extend the period of thirty days ("original period") for another period of not more than thirty days if –  
8.13.1 the request is for a large number of records;  
8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the registered office of the company;  
8.13.3 consultation among divisions or departments, as the case may be, of the company is required;  
8.13.4 the requester consents to such an extension in writing;  
8.13.5 the parties agree in any other manner to such an extension.  
8.14 Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.  
8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.
9. Information Or Records Not Found  
9.1 If a requested record cannot be found or if the records do not exist, the request liaison officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.  
9.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the request liaison officer with every person who conducted the search.  
9.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.  
9.4 If the record should later be found, the requester must be given access to the



record in the manner stipulated by the requester in the prescribed form unless the request liaison officer refuses access.

- 9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the company may refuse, on certain specified grounds, to provide information to a requester.

#### 10. Information Requested About A Third Party

- 10.1 Section 71 of the Act makes provision for a request for information or records about a third party.

- 10.2 In considering such a request, the company will adhere to the provisions of sections 71 to 74 of the Act.

- 10.3 The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the company is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the request liaison officer by referring the matter to the High Court.

#### 11. Updating Of Manual

The company will update this manual at such intervals as may be necessary.

### **IDWALA TRUST** (Reg. No. IT5871/98)

#### 1. Interpretation

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention – an expression which denotes –

- 1.1.1 any gender includes the other genders;  
1.1.2 a natural person includes an artificial or juristic person and vice versa;  
1.1.3 the singular includes the plural and vice versa;

- 1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings –

- “this document” – this document together with all of its annexures, as amended from time to time;  
1.2.1 “business day” – any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;  
1.2.2 “the Trust” – Idwala Trust;  
1.2.3 “the Act” – Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;

- 1.3 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;

- 1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;

- 1.5 where any term defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;

- 1.6 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day, which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.

- 1.7 any reference to days (other than a reference to business day), months or years shall be a reference to calendar days, months or years, as the case may be;

- 1.8 the use of the word “including” followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *ejusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;

- 1.9 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;

- 1.10 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/it with the provisions of the Act before lodging any request with the trust.

#### 2. Aim

To facilitate the requests for access to records of the Trust as provided for in the Act.

#### 3. Contact Details

Request Liaison Officer:

P D Buchner

Trustee

Telephone Number: 011 799 6662

Facsimile Number: 011 706 0044

Email: buh@idwala.co.za

Postal Address:

Private Bag X93

Bryanston

2021

Physical Address:

Ground Floor, Unit A

Stonewedge Office Park

1 Wedge Link Road

Bryanston

#### 4. Human Rights Commission (“HRC”) Guide

- 4.1 The HRC will compile a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.

- 4.2 This guide was not available at the time this manual was prepared.

#### 5. Records That Are Automatically Available To Either Beneficiaries Only Or

#### The General Public

- 5.1 The following records are automatically available to all beneficiaries and need not be requested in accordance with the procedure outlined in paragraph 10 –

- 5.1.1 The Trust Deed;  
5.1.2 The Trust annual financial statements;  
5.1.3 Any other document/record available in terms of the Trust Deed.

- 5.2 There are no records automatically available to the general public which need not be requested in accordance with the procedure outlined in paragraph 10.

- 5.3 The fee structure is available from the Trust on request.

#### 6. Records Held By The Trust In Terms Of Other Legislation As Contemplated In Section 51(1)(D) Of The Act

Records are held in terms of:

- 6.1 Income Tax Act, 1962

- 6.2 Trust Property Control Act, 1989

#### 7. Other Types Of Records Held By The Trust As Contemplated In Section 51(1)(C)

Records which are not automatically available without a request in terms of the Act are to be requested in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for access to a record of the Trust if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.

#### 8. Process Of Requesting Information Not Automatically Available

- 8.1 A request must be made on the prescribed form. A copy of the form is attached marked Annexure “A” (“the prescribed form”).

- 8.2 The prescribed form should be submitted to the Request Liaison Officer.

- 8.3 The same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a beneficiary of the Trust.

- 8.4 The following fees should accompany the prescribed form –

- 8.4.1 R50,00;

- 8.4.2 if the Request Liaison Officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30,00 for each hour or part thereof, exceeding the six hours;

- 8.5 The Request Liaison Officer, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.

- 8.6 The requester will be notified of the decision of the Request Liaison Officer in the manner indicated by the requester.

- 8.7 If the request is granted, the requester shall be informed by the request liaison officer in the manner indicated by the requester in the prescribed form.

- 8.8 Notwithstanding the foregoing, the Trust will advise the requester in the manner stipulated by the requester in the prescribed form of –

- 8.8.1 the access fee to be paid for the information (in accordance with paragraph 5.3);

- 8.8.2 the format in which access will be given;

- 8.8.3 the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.

- 8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.

- 8.10 If the request for access is refused, the Request Liaison Officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –

- 8.10.1 adequate reasons for the refusal;

- 8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.

- 8.11 Upon the refusal by the Request Liaison Officer, the deposit paid by the requester will be refunded.

- 8.12 If the Request Liaison Officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the request liaison officer has refused the request.

- 8.13 The Request Liaison Officer may decide to extend the period of thirty days (“original period”) for another period of not more than thirty days if –

- 8.13.1 the request is for a large number of records;

- 8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the registered office of the Trust;

- 8.13.3 consultation among divisions or departments, as the case may be, of the company is required;

- 8.13.4 the requester consents to such an extension in writing;

- 8.13.5 the parties agree in any other manner to such an extension.

- 8.14 Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.

- 8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.

#### 9. Information Or Records Not Found

- 9.1 If a requested record cannot be found or if the records do not exist, the Request Liaison Officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.

- 9.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the request liaison officer with every person who conducted the search.

- 9.3 This notice will be regarded as a decision to refuse a request for access to the

record concerned for the purposes of the Act.

- 9.4 If the record should later be found, the requester must be given access to the record in the manner stipulated by the requester in the prescribed form unless the Request Liaison Officer refuses access.
- 9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the Trust may refuse, on certain specified grounds, to provide information to a requester.
10. Information Requested About A Third Party
- 10.1 Section 71 of the Act makes provision for a request for information or records about a third party.
- 10.2 In considering such a request, the Trust will adhere to the provisions of sections 71 to 74 of the Act.
- 10.3 The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the Trust is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the Request Liaison Officer by referring the matter to the High Court.
11. Updating Of Manual  
The Trust will update this manual at such intervals as may be necessary.

**LEWIS & EVERITT (PTY) LIMITED**  
(Reg. No. 1949/032986/07)

1. Interpretation  
In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention –
  - 1.1 an expression which denotes –
    - 1.1.1 any gender includes the other genders;
    - 1.1.2 a natural person includes an artificial or juristic person and vice versa;
    - 1.1.3 the singular includes the plural and vice versa;
  - 1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings –
    - 1.2.1 "this document" – this document together with all of its annexures, as amended from time to time;
    - 1.2.2 "business day" – any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;
    - 1.2.3 "the company" – Lewis & Everitt (Pty) Limited;
    - 1.2.4 "the Act" – Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;
    - 1.2.5 "request liaison officer" – the General Manager: Treasury and Administration of Idwala Industrial Holdings (Pty) Limited.
  - 1.3 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
  - 1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;
  - 1.5 where any term defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;
  - 1.6 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day, which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.
  - 1.7 any reference to days (other than a reference to business day), months or years shall be a reference to calendar days, months or years, as the case may be;
  - 1.8 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *ejusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
  - 1.9 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
  - 1.10 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/it with the provisions of the Act before lodging any request with the company.
2. Aim  
To facilitate the requests for access to records of the company as provided for in the Act.
3. Contact Details  
Request Liaison Officer:  
P D Buchner Telephone Number: 011 799 6662  
General Manager: Facsimile Number: 011 706 0044  
Treasury & Admin Email: buh@idwala.co.za  
Postal Address: Physical Address:  
Private Bag X93 Ground Floor, Unit A  
Bryanston Stonewedge Office Park  
2021 1 Wedge Link Road  
Bryanston
4. Human Rights Commission ("HRC") Guide
  - 4.1 The HRC will compile a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.

- 4.2 This guide was not available at the time this manual was prepared.
5. Records That Are Automatically Available To Either Employees Only Or The General Public And Employees
- 5.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –
  - 5.1.1 personnel records are available to the employee whose file it is;
  - 5.1.2 records of disciplinary hearings and related matters are available to the employee concerned;
  - 5.1.3 the company's policies and procedures manuals;
  - 5.1.4 any file, document, drawing, plan, list, spreadsheet, etc. (including electronic format) related to the employee's function for which he/she is employed;
  - 5.1.5 Company media releases;
  - 5.1.6 the Company's website.
- 5.2 The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –
  - 5.2.1 the company's employment equity plan;
  - 5.2.2 the company's skills development plan;
  - 5.2.3 any other document of public record in terms of any other legislation.
- 5.3 The fee structure is available from the Company on request.
6. Records Held By The Company In Terms Of Other Legislation As Contemplated In Section 51(1)(D) Of The Act  
The following records are not automatically available without a request in terms of the Act.
  - 6.1 all statutory returns –
    - 6.1.1 VAT;
    - 6.1.2 workmen's compensation;
    - 6.1.3 UIF;
    - 6.1.4 regional services levies;
    - 6.1.5 skills development levies.
7. Other Types Of Records Held By The Company As Contemplated In Section 51(1)(C)  
These records are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.
  - 7.1 Human resources department –
    - 7.1.1 personnel information including employment history and health records that the company may hold from time to time;
    - 7.1.2 training and development information;
    - 7.1.3 general files containing information on employee benefits and employee recruitment and selection information;
    - 7.1.4 retirement fund benefit distributions.
  - 7.2 Project management –
    - 7.2.1 building plans;
    - 7.2.2 information generally related to projects conducted by the company from time to time
    - 7.2.3 technical drawings and specifications.
  - 7.3 Information technology –
    - 7.3.1 usage statistics;
    - 7.3.2 equipment details;
    - 7.3.3 costings of hardware and software.
  - 7.4 Catering –
    - 7.4.1 function records and related costings;
    - 7.4.2 stock sheets;
    - 7.4.3 list of suppliers.
  - 7.5 Companies department –
    - 7.5.1 company secretarial records;
    - 7.5.2 tax records;
    - 7.5.3 insurance records;
    - 7.5.4 minutes of meetings and meeting related documents;
    - 7.5.5 financial structures;
    - 7.5.6 agreements.
  - 7.6 Accounts department –
    - 7.6.1 financial records;
    - 7.6.2 a list of the company's creditors and debtors;
    - 7.6.3 salary information;
    - 7.6.4 bank account information (other than name, branch number and account number);
    - 7.6.5 fixed assets register.
  - 7.7 Marketing department –
    - 7.7.1 company brochures and publications;
    - 7.7.2 documents relating to public relations events;
    - 7.7.3 marketing reports;
    - 7.7.4 product specifications and technical drawings;
    - 7.7.5 agreements relating to product know-how.
  - 7.8 Support services –
    - 7.8.1 delivery and collection sheets;
    - 7.8.2 list of suppliers
    - 7.8.3 raw material reserves.
  - 7.9 Documents concerning compliance by the company, insofar as it may be necessary, with legal obligations in terms of any legislation.
8. Process Of Requesting Information Not Automatically Available
- 8.1 A request must be made on the prescribed form. A copy of the form is



attached marked Annexure "A" ("the prescribed form").

- 8.2 The prescribed form should be submitted to the request liaison officer.
- 8.3 The same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 8.4 The following fees should accompany the prescribed form –
  - 8.4.1 R50,00;
  - 8.4.2 if the request liaison officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30,00 for each hour or part thereof, exceeding the six hours;
- 8.5 The request liaison officer, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 8.6 The requester will be notified of the decision of the request liaison officer in the manner indicated by the requester.
- 8.7 If the request is granted, the requester shall be informed by the request liaison officer in the manner indicated by the requester in the prescribed form.
- 8.8 Notwithstanding the foregoing, the company will advise the requester in the manner stipulated by the requester in the prescribed form of –
  - 8.8.1 the access fee to be paid for the information (in accordance with paragraph 5.3);
  - 8.8.2 the format in which access will be given;
  - 8.8.3 the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.
- 8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 8.10 If the request for access is refused, the request liaison officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –
  - 8.10.1 adequate reasons for the refusal;
  - 8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.
- 8.11 Upon the refusal by the request liaison officer, the deposit paid by the requester will be refunded.
- 8.12 If the request liaison officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the request liaison officer has refused the request.
- 8.13 The request liaison officer may decide to extend the period of thirty days ("original period") for another period of not more than thirty days if –
  - 8.13.1 the request is for a large number of records;
  - 8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the registered office of the company;
  - 8.13.3 consultation among divisions or departments, as the case may be, of the company is required;
  - 8.13.4 the requester consents to such an extension in writing;
  - 8.13.5 the parties agree in any other manner to such an extension.
- 8.14 Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.
- 8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.
9. **Information Or Records Not Found**
- 9.1 If a requested record cannot be found or if the records do not exist, the request liaison officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.
- 9.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the request liaison officer with every person who conducted the search.
- 9.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.
- 9.4 If the record should later be found, the requester must be given access to the record in the manner stipulated by the requester in the prescribed form unless the request liaison officer refuses access.
- 9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the company may refuse, on certain specified grounds, to provide information to a requester.
10. **Information Requested About A Third Party**
- 10.1 Section 71 of the Act makes provision for a request for information or records about a third party.
- 10.2 In considering such a request, the company will adhere to the provisions of sections 71 to 74 of the Act.
- 10.3 The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the company is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the request liaison officer by referring the matter to the High Court.
11. **Updating Of Manual**  
The company will update this manual at such intervals as may be necessary.

**LIME DISTRIBUTORS (PTY) LIMITED**  
(Reg. No. 1978/002117/07)

1. **Interpretation**  
In this document, clause headings are for convenience and shall not be used

- in its interpretation unless the context clearly indicates a contrary intention –
  - 1.1 an expression which denotes –
    - 1.1.1 any gender includes the other genders;
    - 1.1.2 a natural person includes an artificial or juristic person and vice versa;
    - 1.1.3 the singular includes the plural and vice versa;
  - 1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings –
    - 1.2.1 "this document" – this document together with all of its annexures, as amended from time to time;
    - 1.2.2 "business day" – any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;
    - 1.2.3 "the company" – Lime Distributors (Pty) Limited;
    - 1.2.4 "the Act" – Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;
    - 1.2.5 "request liaison officer" – the General Manager: Treasury and Administration of Idwala Industrial Holdings (Pty) Limited.
  - 1.3 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
  - 1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;
  - 1.5 where any term defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;
  - 1.6 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day, which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.
  - 1.7 any reference to days (other than a reference to business day), months or years shall be a reference to calendar days, months or years, as the case may be;
  - 1.8 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
  - 1.9 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
  - 1.10 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/it with the provisions of the Act before lodging any request with the company.
2. **Aim**  
To facilitate the requests for access to records of the company as provided for in the Act.
3. **Contact Details**  
Request Liaison Officer:  
P D Buchner      Telephone Number: 011 799 6662  
General Manager:      Facsimile Number: 011 706 0044  
Treasury & Admin      Email: buh@idwala.co.za  
Postal Address:      Physical Address:  
Private Bag X93      Ground Floor, Unit A  
Bryanston      Stonewedge Office Park  
2021      1 Wedge Link Road  
Bryanston
4. **Human Rights Commission ("HRC") Guide**
- 4.1 The HRC will compile a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.
- 4.2 This guide was not available at the time this manual was prepared.
5. **Records That Are Automatically Available To Either Employees Only Or The General Public And Employees**
- 5.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –
  - 5.1.1 personnel records are available to the employee whose file it is;
  - 5.1.2 records of disciplinary hearings and related matters are available to the employee concerned;
  - 5.1.3 the company's policies and procedures manuals;
  - 5.1.4 any file, document, drawing, plan, list, spreadsheet, etc. (including electronic format) related to the employee's function for which he/she is employed;
  - 5.1.5 medical aid rates, benefits and rules;
  - 5.1.6 retirement fund rules and statements relating to benefits;
  - 5.1.7 Company media releases;
  - 5.1.8 the Company's website.
- 5.2 The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –
  - 5.2.1 the company's employment equity plan;
  - 5.2.2 the company's skills development plan;
  - 5.2.3 any other document of public record in terms of any other legislation.
- 5.3 The fee structure is available from the Company on request.
6. **Records Held By The Company In Terms Of Other Legislation As Contemplated In Section 51(1)(D) Of The Act**

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

- 6.1 all statutory returns –
  - 6.1.1 VAT;
  - 6.1.2 workmen's compensation;
  - 6.1.3 UIF;
  - 6.1.4 regional services levies;
  - 6.1.5 skills development levies.

**7. Other Types Of Records Held By The Company As Contemplated In Section 51(1)(C)**

These records are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.

- 7.1 Human resources department –
  - 7.1.1 personnel information including employment history and health records that the company may hold from time to time;
  - 7.1.2 training and development information;
  - 7.1.3 general files containing information on employee benefits and employee recruitment and selection information;
  - 7.1.4 retirement fund benefit distributions.
- 7.2 Project management –
  - 7.2.1 building plans;
  - 7.2.2 information generally related to projects conducted by the company from time to time
  - 7.2.3 technical drawings and specifications.
- 7.3 Information technology –
  - 7.3.1 usage statistics;
  - 7.3.2 equipment details;
  - 7.3.3 costings of hardware and software.
- 7.4 Catering –
  - 7.4.1 function records and related costings;
  - 7.4.2 stock sheets;
  - 7.4.3 list of suppliers.
- 7.5 Companies department –
  - 7.5.1 company secretarial records;
  - 7.5.2 tax records;
  - 7.5.3 insurance records;
  - 7.5.4 minutes of meetings and meeting related documents;
  - 7.5.5 financial structures;
  - 7.5.6 agreements.
- 7.6 Accounts department –
  - 7.6.1 financial records;
  - 7.6.2 a list of the company's creditors and debtors;
  - 7.6.3 salary information;
  - 7.6.4 bank account information (other than name, branch number and account number);
  - 7.6.5 fixed assets register.
- 7.7 Marketing department –
  - 7.7.1 company brochures and publications;
  - 7.7.2 documents relating to public relations events;
  - 7.7.3 marketing reports;
  - 7.7.4 product specifications and technical drawings;
  - 7.7.5 agreements relating to product know-how.
- 7.8 Support services –
  - 7.8.1 delivery and collection sheets;
  - 7.8.2 list of suppliers
  - 7.8.3 raw material reserves.

7.9 Documents concerning compliance by the company, insofar as it may be necessary, with legal obligations in terms of any legislation.

**8. Process Of Requesting Information Not Automatically Available**

- 8.1 A request must be made on the prescribed form. A copy of the form is attached marked Annexure "A" ("the prescribed form").
- 8.2 The prescribed form should be submitted to the request liaison officer.
- 8.3 The same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 8.4 The following fees should accompany the prescribed form –
  - 8.4.1 R50,00;
  - 8.4.2 if the request liaison officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30,00 for each hour or part thereof, exceeding the six hours;
- 8.5 The request liaison officer, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 8.6 The requester will be notified of the decision of the request liaison officer in the manner indicated by the requester.
- 8.7 If the request is granted, the requester shall be informed by the request liaison officer in the manner indicated by the requester in the prescribed form.
- 8.8 Notwithstanding the foregoing, the company will advise the requester in the manner stipulated by the requester in the prescribed form of –
  - 8.8.1 the access fee to be paid for the information (in accordance with paragraph 5.3);
  - 8.8.2 the format in which access will be given;

the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.

- 8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 8.10 If the request for access is refused, the request liaison officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –
  - 8.10.1 adequate reasons for the refusal;
  - 8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.
- 8.11 Upon the refusal by the request liaison officer, the deposit paid by the requester will be refunded.
- 8.12 If the request liaison officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the request liaison officer has refused the request.
- 8.13 The request liaison officer may decide to extend the period of thirty days ("original period") for another period of not more than thirty days if –
  - 8.13.1 the request is for a large number of records;
  - 8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the registered office of the company;
  - 8.13.3 consultation among divisions or departments, as the case may be, of the company is required;
  - 8.13.4 the requester consents to such an extension in writing;
  - 8.13.5 the parties agree in any other manner to such an extension.
- 8.14 Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.
- 8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.
- 9. **Information Or Records Not Found**
  - 9.1 If a requested record cannot be found or if the records do not exist, the request liaison officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.
  - 9.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the request liaison officer with every person who conducted the search.
  - 9.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.
  - 9.4 If the record should later be found, the requester must be given access to the record in the manner stipulated by the requester in the prescribed form unless the request liaison officer refuses access.
  - 9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the company may refuse, on certain specified grounds, to provide information to a requester.
- 10. **Information Requested About A Third Party**
  - 10.1 Section 71 of the Act makes provision for a request for information or records about a third party.
  - 10.2 In considering such a request, the company will adhere to the provisions of sections 71 to 74 of the Act.
  - 10.3 The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the company is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the request liaison officer by referring the matter to the High Court.
- 11. **Updating Of Manual**

The company will update this manual at such intervals as may be necessary.

**PYBUS THIRTY-ONE (PTY) LIMITED**  
(Reg. No. 1998/007650/07)

- 1. **Interpretation**

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention –

  - 1.1 an expression which denotes –
    - 1.1.1 any gender includes the other genders;
    - 1.1.2 a natural person includes an artificial or juristic person and vice versa;
    - 1.1.3 the singular includes the plural and vice versa;
  - 1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings –
    - 1.2.1 "this document" – this document together with all of its annexures, as amended from time to time;
    - 1.2.2 "business day" – any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;
    - 1.2.3 "the company" – Pybus Thirty-One (Pty) Limited;
    - 1.2.4 "the Act" – Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;
    - 1.2.5 "request liaison officer" – the General Manager: Treasury and Administration of Idwala Industrial Holdings (Pty) Limited.
- 1.3 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
- 1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive

- provision in the body of this document;
- 1.5 where any term defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;
- 1.6 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day, which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.
- 1.7 any reference to days (other than a reference to business day), months or years shall be a reference to calendar days, months or years, as the case may be;
- 1.8 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *ejusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
- 1.9 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
- 1.10 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/it with the provisions of the Act before lodging any request with the company.
2. **Aim**  
To facilitate the requests for access to records of the company as provided for in the Act.
3. **Contact Details**  
Request Liaison Officer:  
P D Buchner Telephone Number: 011 799 6662  
General Manager: Facsimile Number: 011 706 0044  
Treasury & Admin Email: buh@jd.wala.co.za  
Postal Address: Physical Address:  
Private Bag X93 Ground Floor, Unit A  
Bryanston Stonewedge Office Park  
2021 1 Wedge Link Road  
Bryanston
4. **Human Rights Commission ("HRC") Guide**
- 4.1 The HRC will compile a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.
- 4.2 This guide was not available at the time this manual was prepared.
5. **Records That Are Automatically Available To Either Employees Only Or The General Public And Employees**
- 5.1 The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –
- 5.1.1 personnel records are available to the employee whose file it is;
- 5.1.2 records of disciplinary hearings and related matters are available to the employee concerned;
- 5.1.3 the company's policies and procedures manuals;
- 5.1.4 any file, document, drawing, plan, list, spreadsheet, etc. (including electronic format) related to the employee's function for which he/she is employed;
- 5.1.5 Company media releases;
- 5.1.6 the Company's website.
- 5.2 The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure outlined in paragraph 10 –
- 5.2.1 the company's employment equity plan;
- 5.2.2 the company's skills development plan;
- 5.2.3 any other document of public record in terms of any other legislation.
- 5.2.4 The fee structure is available from the Company on request.
6. **Records Held By The Company In Terms Of Other Legislation As Contemplated In Section 51(1)(D) Of The Act**  
The following records are not automatically available without a request in terms of the Act.
- 6.1 all statutory returns –
- 6.1.1 VAT;
- 6.1.2 workmen's compensation;
- 6.1.3 UIF;
- 6.1.4 regional services levies;
- 6.1.5 skills development levies.
7. **Other Types Of Records Held By The Company As Contemplated In Section 51(1)(C)**  
These records are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.
- 7.1 **Human resources department –**
- 7.1.1 personnel information including employment history and health records that the company may hold from time to time;
- 7.1.2 training and development information;
- 7.1.3 general files containing information on employee benefits and employee recruitment and selection information;
- 7.1.4 retirement fund benefit distributions.
- 7.2 **Project management –**
- 7.2.1 building plans;
- 7.2.2 information generally related to projects conducted by the company from time to time
- 7.2.3 technical drawings and specifications.
- 7.3 **Information technology –**
- 7.3.1 usage statistics;
- 7.3.2 equipment details;
- 7.3.3 costings of hardware and software.
- 7.4 **Catering –**
- 7.4.1 function records and related costings;
- 7.4.2 stock sheets;
- 7.4.3 list of suppliers.
- 7.5 **Companies department –**
- 7.5.1 company secretarial records;
- 7.5.2 tax records;
- 7.5.3 insurance records;
- 7.5.4 minutes of meetings and meeting related documents;
- 7.5.5 financial structures;
- 7.5.6 agreements.
- 7.6 **Accounts department –**
- 7.6.1 financial records;
- 7.6.2 a list of the company's creditors and debtors;
- 7.6.3 salary information;
- 7.6.4 bank account information (other than name, branch number and account number);
- 7.6.5 fixed assets register.
- 7.7 **Marketing department –**
- 7.7.1 company brochures and publications;
- 7.7.2 documents relating to public relations events;
- 7.7.3 marketing reports;
- 7.7.4 product specifications and technical drawings;
- 7.7.5 agreements relating to product know-how.
- 7.8 **Support services –**
- 7.8.1 delivery and collection sheets;
- 7.8.2 list of suppliers
- 7.8.3 raw material reserves.
- 7.9 Documents concerning compliance by the company, insofar as it may be necessary, with legal obligations in terms of any legislation.
8. **Process Of Requesting Information Not Automatically Available**
- 8.1 A request must be made on the prescribed form. A copy of the form is attached marked Annexure "A" ("the prescribed form").
- 8.2 The prescribed form should be submitted to the request liaison officer.
- 8.3 The same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 8.4 The following fees should accompany the prescribed form –
- 8.4.1 R50,00;
- 8.4.2 if the request liaison officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30,00 for each hour or part thereof, exceeding the six hours;
- 8.5 The request liaison officer, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 8.6 The requester will be notified of the decision of the request liaison officer in the manner indicated by the requester.
- 8.7 If the request is granted, the requester shall be informed by the request liaison officer in the manner indicated by the requester in the prescribed form.
- 8.8 Notwithstanding the foregoing, the company will advise the requester in the manner stipulated by the requester in the prescribed form of –
- 8.8.1 the access fee to be paid for the information (in accordance with paragraph 5.3);
- 8.8.2 the format in which access will be given;
- 8.8.3 the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.
- 8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 8.10 If the request for access is refused, the request liaison officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –
- 8.10.1 adequate reasons for the refusal;
- 8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.
- 8.11 Upon the refusal by the request liaison officer, the deposit paid by the requester will be refunded.
- 8.12 If the request liaison officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the request liaison officer has refused the request.
- 8.13 The request liaison officer may decide to extend the period of thirty days ("original period") for another period of not more than thirty days if –
- 8.13.1 the request is for a large number of records;
- 8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the registered office of the company;
- 8.13.3 consultation among divisions or departments, as the case may be, of the company is required;
- 8.13.4 the requester consents to such an extension in writing;
- 8.13.5 the parties agree in any other manner to such an extension.
- 8.14 Should the company require an extension of time, the requester shall be



informed in the manner stipulated in the prescribed form of the reasons for the extension.

- 8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.

#### 9. Information Or Records Not Found

- 9.1 If a requested record cannot be found or if the records do not exist, the request liaison officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.
- 9.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the request liaison officer with every person who conducted the search.
- 9.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.
- 9.4 If the record should later be found, the requester must be given access to the record in the manner stipulated by the requester in the prescribed form unless the request liaison officer refuses access.
- 9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the company may refuse, on certain specified grounds, to provide information to a requester.

#### 10. Information Requested About A Third Party

- 10.1 Section 71 of the Act makes provision for a request for information or records about a third party.
- 10.2 In considering such a request, the company will adhere to the provisions of sections 71 to 74 of the Act.
- 10.3 The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the company is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the request liaison officer by referring the matter to the High Court.

#### 11. Updating Of Manual

The company will update this manual at such intervals as may be necessary.

### SIMUMA REHABILITATION TRUST (Reg. No. IT3496/01)

#### 1. Interpretation

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention –

- 1.1 an expression which denotes –
- 1.1.1 any gender includes the other genders;
- 1.1.2 a natural person includes an artificial or juristic person and vice versa;
- 1.1.3 the singular includes the plural and vice versa;
- 1.2 the following expressions shall bear the meanings assigned to them below and cognate expressions bear corresponding meanings –
- 1.2.1 "this document" – this document together with all of its annexures, as amended from time to time;
- 1.2.2 "business day" – any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;
- 1.2.3 "the Trust" – Simuma Rehabilitation Trust;
- 1.2.4 "the Act" – Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;
- 1.3 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
- 1.4 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;
- 1.5 where any term defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;
- where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day, which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day.
- 1.6 any reference to days (other than a reference to business day), months or years shall be a reference to calendar days, months or years, as the case may be;
- 1.7 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *ejusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
- 1.8 insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
- 1.9 this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/it with the provisions of the Act before lodging any request with the trust.

#### 2. Aim

To facilitate the requests for access to records of the Trust as provided for in the Act.

#### 3. Contact Details

Request Liaison Officer:

P D Buchner  
Trustee

Postal Address:  
Private Bag X93  
Bryanston  
2021

Telephone Number: 011 799 6662

Facsimile Number: 011 706 0044

Email: buh@idwala.co.za

Physical Address:

Ground Floor, Unit A

Stonewedge Office Park

1 Wedge Link Road

Bryanston

#### 4. Human Rights Commission ("HRC") Guide

- 4.1 The HRC will compile a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.

- 4.2 This guide was not available at the time this manual was prepared.

#### 5. Records That Are Automatically Available To Either Beneficiaries Only Or The General Public

- 5.1 The following records are automatically available to all beneficiaries and need not be requested in accordance with the procedure outlined in paragraph 10 –

- 5.1.1 The Trust Deed;
- 5.1.2 The Trust annual financial statements;
- 5.1.3 Any other document/record available in terms of the Trust Deed.

- 5.2 There are no records automatically available to the general public which need not be requested in accordance with the procedure outlined in paragraph 10.

- 5.3 The fee structure is available from the Trust on request.

#### 6. Records Held By The Trust In Terms Of Other Legislation As Contemplated In Section 51(1)(D) Of The Act

Records are held in terms of:

- 6.1 Income Tax Act, 1962
- 6.2 Minerals Act, 1991
- 6.3 Atmospheric Pollution Prevention Act, 1965
- 6.4 Water Act, 1956

#### 7. Other Types Of Records Held By The Trust As Contemplated In Section 51(1)(C)

Records which are not automatically available without a request in terms of the Act are to be requested in terms of this section is subject to section 63(1) of the Act, which provides that the head of a private body must refuse a request for access to a record of the Trust if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.

#### 8. Process Of Requesting Information Not Automatically Available

- 8.1 A request must be made on the prescribed form. A copy of the form is attached marked Annexure "A" ("the prescribed form").
- 8.2 The prescribed form should be submitted to the Request Liaison Officer.
- 8.3 The same procedure as set out in 8.1 and 8.2 applies if the requester is requesting information on behalf of another person or on behalf of a beneficiary of the Trust.

- 8.4 The following fees should accompany the prescribed form –

- 8.4.1 R50,00;
- 8.4.2 if the Request Liaison Officer is of the opinion that six hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third at an amount of R30,00 for each hour or part thereof, exceeding the six hours;

- 8.5 The Request Liaison Officer, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.

- 8.6 The requester will be notified of the decision of the Request Liaison Officer in the manner indicated by the requester.

- 8.7 If the request is granted, the requester shall be informed by the request liaison officer in the manner indicated by the requester in the prescribed form.

- 8.8 Notwithstanding the foregoing, the Trust will advise the requester in the manner stipulated by the requester in the prescribed form of –

- 8.8.1 the access fee to be paid for the information (in accordance with paragraph 5.3);
- 8.8.2 the format in which access will be given;
- 8.8.3 the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.

- 8.9 After access is granted, actual access to the record requested will be given as soon as reasonably possible.

- 8.10 If the request for access is refused, the Request Liaison Officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –

- 8.10.1 adequate reasons for the refusal;
- 8.10.2 that the requester may lodge an appeal with the High Court against the refusal of the request (including the period) for lodging such an appeal.

- 8.11 Upon the refusal by the Request Liaison Officer, the deposit paid by the requester will be refunded.

- 8.12 If the Request Liaison Officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the request liaison officer has refused the request.

- 8.13 The Request Liaison Officer may decide to extend the period of thirty days ("original period") for another period of not more than thirty days if –

- 8.13.1 the request is for a large number of records;

- 8.13.2 the search for the records is to be conducted at premises not situated in the same town or city as the registered office of the Trust;

- 8.13.3 consultation among divisions or departments, as the case may be, of the company is required;

## Annexure A

**Request for Access to Information**

- 8.13.4 the requester consents to such an extension in writing;
- 8.13.5 the parties agree in any other manner to such an extension.
- 8.14 Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.
- 8.15 The requester may lodge an appeal with the High Court against any extension or against any procedure set out in this section.
9. **Information Or Records Not Found**
- 9.1 If a requested record cannot be found or if the records do not exist, the Request Liaison Officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.
- 9.2 The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the request liaison officer with every person who conducted the search.
- 9.3 This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.
- 9.4 If the record should later be found, the requester must be given access to the record in the manner stipulated by the requester in the prescribed form unless the Request Liaison Officer refuses access.
- 9.5 The attention of the requester is drawn to the provisions of Chapter 4 of the Act in terms of which the Trust may refuse, on certain specified grounds, to provide information to a requester.
10. **Information Requested About A Third Party**
- 10.1 Section 71 of the Act makes provision for a request for information or records about a third party.
- 10.2 In considering such a request, the Trust will adhere to the provisions of sections 71 to 74 of the Act.
- 10.3 The attention of the requester is drawn to the provisions of Chapter 5, Part 3 of the Act in terms of which the Trust is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the Request Liaison Officer by referring the matter to the High Court.
11. **Updating Of Manual**
- The Trust will update this manual at such intervals as may be necessary.

1. To: \_\_\_\_\_  
(name and particulars of the private body)

2. From: (requesters particulars)

\* Full name and surname \_\_\_\_\_

\* Name of organisation \_\_\_\_\_

\* Identity number \_\_\_\_\_

\* Registration number \_\_\_\_\_

\* Postal address \_\_\_\_\_

\* Telephone number \_\_\_\_\_

\* Facsimile number \_\_\_\_\_

\* Email address \_\_\_\_\_

\* Capacity \_\_\_\_\_

(if request if made on behalf of a third party)

\* Proof of capacity \_\_\_\_\_

(attach proof)

3. Particulars of person on whose behalf the request is made:  
(if different from 2 above) \_\_\_\_\_

4. Description of information requested:  
(use a separate sheet of paper if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. In what form do you want the information supplied:  
(tick one of the boxes below)

Written report ☐ Copy of document ☐ Verbal response ☐

6. Explain why the information is being requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. What right is being exercised or protected?  
(use a separate sheet of paper if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. How do you want to be notified of the decision to grant or refuse your request?  
(tick one of the boxes below)

In writing ☐ By email ☐ By fax ☐ Telephonically ☐

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_

**KLINGENBERG ATTORNEY & CONVEYANCER****MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR 2 OF 2000****1. INTRODUCTION**

Any requestor is advised to contact Mrs A Klingenberg should he/she require assistance in requesting information / documents from Klingenberg Attorney & Conveyancer.

**2. CONTACT DETAILS**

Klingenberg Attorney & Conveyancer is a single legal practitioner, being Annemarie Klingenberg, practising from 40 Portebello Drive, Highveld X 7 and can be contacted at Tel/Fax: 012-667-4126 / PO Box 66035, Highveld X 7, 0169.

**3. GUIDE 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 them. They can be contacted at Tel: 27 11 484 8300.

**4. NOTICE IN TERMS OF SECTION 52(2) OF THE ACT**

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

**5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

Klingenberg Attorney & Conveyancer keeps information in accordance with the following legislation

-Magistrate's Court Act, 32 of 1944

-Supreme Court Act, 59 of 1959,

which records are available to a requestor in as far as it being of a public nature.

**6. DOCUMENTS / INFORMATION HELD BY KLINGENBERG ATTORNEY & CONVEYANCER IN TERMS OF THE ACT**

-Details relating to the operational, commercial and financial interest of Klingenberg Attorney & Conveyancer

-Commercial contracts

-Client data base

Any and all of the 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 Klingenberg Attorney & Conveyancer is automatically available without a person having to request access in terms of and subject to the provisions of the Act. A request should be made in the prescribed form, addressed to the information officer and submitted against payment of the prescribed fee.

**7. OTHER INFORMATION**

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

**8. AVAILABILITY OF THE MANUAL**

This manual is available for inspection at the offices of Klingenberg Attorney & Conveyancer, free of charge. Copies may be obtained, subject to payment of the prescribed fee.

**KLINGENBERG PROKUREUR & AKTEVERVAARDIGER****HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2 VAN 2000****1. INLEIDING**

'n Versoeker kan Mev A. Klingenberg kontak indien hy/sy bystand verlang met betrekking tot die rig van 'n versoek tot inligting / dokumente van Klingenberg Prokureur & Aktevervaardiger.

**2. KONTAKBESONDERHEDE**

Klingenberg Prokureur & Aktevervaardiger is 'n enkel praktisyn, by name Annemarie Klingenberg, en praktiseer vanaf Portebellorylaan 40, Highveld X 7 en kan gekontak word by Tel/Faks: 012-667-4126 / Posbus 66035, Highveld X 7, 0169.

**3. GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET**

'n Gids sal deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK. Hulle kan gekontak word by Tel: 27 11 484 8300.

**4. KENNISGEWING IN TERME VAN ARTIKEL 52(2) VAN DIE WET**

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



5. **INLIGTING / DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING**  
Klingenberg Prokureur & Aktevervaardiger hou inligting / dokumente ingevolge die volgende wetgewing  
-Wet op Landdroshowe, 32 van 1944  
-Wet op die Hooggeregshof, 59 van 1959,  
welke rekords outomaties beskikbaar is aan 'n versoeker insoverre dit van publieke aard is.
6. **INLIGTING / DOKUMENTE GEHOU DEUR KLINGENBERG PROKUREUR / AKTEVERVAARDIGER IN TERME VAN DIE WET**  
-Inligting ten opsigte van operasionele-, handels- en finansiële belange van Klingenberg Prokureur & Aktevervaardiger  
-Kontrakte  
-Kliënte databasis  
Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur Klingenberg Prokureur & Aktevervaardiger gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie. 'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.
7. **ANDER INLIGTING**  
Die Minister van Justisie en Konstitusionele Ontwikkeling het tot op datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie.
8. **BESKIKBAARHEID VAN DIE HANDLEIDING**  
Die Handleiding is gratis beskikbaar vir inspeksie by die kantore van Klingenberg Prokureur & Aktevervaardiger. Afskrifte van die Handleiding kan verkry word teen betaling van die voorgeskrewe fooi.

#### UMMELI U-KLINGENBERG

#### INOWADI YESAZISO ELUNGISWE NGOKUHAMBISANA NESIGABA-51, SOMTHETHO UKUTHOLAKALA KOLWAZI, OWESIBILI WONYAKA KA - 2000

1. **ISINGENISO**  
Yiloyo naloyo onesidingo nesifiso sokuthola ulwazi kanye nezi newajana kubammeli baka Klingenberg, uyacelwa ukuba aqhumane no Nkosikazi A.Klingenberg.
2. **IMINININGWANE YOKU QHUMANA**  
Lena nkampani eyommeli ozibambela ngayedwa ongu-Annemarie Klingenberg. Usebenzela ku-40 Portebello Drive, Highveld X 7. Ucingo/isikhehlamezi 012-667-4126 / Ikhele PO Box 66035, Highveld X 7, 0169.
3. **ISELULEKO NKOKWESIGABA SESHUMI SALONA MTHETHO**  
Iselulelo siyakwakhiwa inNkomishane Yamalungelo Oluntu emingizimu ne Afrika. Siqukethe ulwazi ngalesi-sigaba seshumi ngokufunwa yiloyo naloyo ofisa ukusebenzisa noma yiliphi ilungelo ngokusho kwalona mthetho ulusizo. Umthetho utholakala ngozozonke izilimi ezisemthethwen SAHRC. Ucingo 27 11 484 8300.
4. **ISAZISO NGESIGABA SIKA-52 SESIBILI (2) SALONA MTHETHO**  
Kuze kube yinamuhle, akukho saziyo salesi-sigabe esesishicilelwe.
5. **ULWAZI / IZINGWAJANA EZIKHONA NGEMINYE IMITHETHO**  
Ummeli uk ugcina ulwazi ngokuhambisana nalenamithetho  
-Umthetho ongunombolo 32 ka 1944 ongamele ukusebenza kwamakhotho kaMatshi  
-Umthetho ongunombolo 59 ka 1959 ongamele ukusebenza kwamakhotho aphakeme, okuyimithetho engatholakala uma ufake isicelo njengolola kungeyesizwe vele.
6. **ULWAZI / IZINGWAJANA EZITHOLAKALA KUMMELI U-KLINGENBERG EZIPHATHELENE NALONA MTHETHO**  
-Imininingwane ngokusebenza nangezimeli kummeli u-Klingenberg  
-Amakontilaka aphaathelene nezimali  
-Imininingwane ngalabo abathola usizo kummeli u-Klingenberg.  
Noma ngabe uluphi ulwazi noma izincwajana eziceliwe, ziyotholakala kuphela ngokulandela lana mthetho. Akukholwazi olukummeli u-Klingenberg oluvele lutholakale ngaphandle kokufaka isicelo ngokulandela umthetho isicelo kufanele senziwe ngokulandela i-fomu eselakhiwe, libhekiswe esisebenzini esikhipha ulwazi, futhi kuhambisane nenhlawulo ebekiwe.
7. **OLUNYE ULWAZI**  
u-Nggongqoshe Wezomthetho kanye noku-Thuthukiswa koMthethomgomo usengakeshicileli amthetho ngokusho kwalesinigobe.
8. **UKUTHOLAKALA KWALENOWADI YOKWAZISA**  
Lenancwadi yokwandisa iyatholakala emahhovisini ommeli Klingenberg kuze ibhekwe kahle ngaphandle kokukhokha. Ukwandiswa kwayo kungatholakala kuphela umakubhadalwe leyomali edingekayo.

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

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**TRI-LEISURE COMMUNICATIONS (PTY) LTD  
REGISTRATION NUMBER : 1996/009770/07**

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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 Tri-Leisure Communications (Pty) Ltd 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. John Warsop should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Tri-Leisure Communications (Pty) Ltd.

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 Tri-Leisure Communications (Pty) Ltd from time to time;

"Tri-Leisure" shall mean Tri-Leisure Communications (Pty) Ltd, structured as a company which renders advertising and communication services to individual clients and business / organizations;

"SAHRC" shall mean the South African Human Rights Commission.

"Information Officer" means John Warsop who has been appointed as the Information Officer of Tri-Leisure, to which requests for information in terms of the Act, should be addressed.

**2. CONTACT DETAILS:**

Name:	John Warsop
Hercules House,	PO Box 5469
42 Homestead Avenue	Rivonia
Rivonia	2128
2128	
Tel: (011) 233-8822	Fax: (011) 233-8969
E-mail :	jwarsop@trilogysa.co.za

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission:

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](http://www.sahrc.org.za)

E-mail:

[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

4. **FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION,  
SUBJECTS ON WHICH TRI-LEISURE HOLDS RECORDS AND THE  
CATEGORIES OF RECORDS HELD:**

Information which is not readily available as indicated in paragraph 5 of this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Tri-Leisure.

5. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT**

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

6. **INFORMATION HELD:**

6.1 **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE  
WITH OTHER LEGISLATION:**

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

6.1.1 Income Tax Act, Act No. 58 of 1962 (Section 75)

6.1.2 Value-Added Tax Act, Act No. 89 of 1991 (Section 65);

6.1.3 Unemployment Insurance Act, Act No. 30 of 1966 (Section 32);

6.1.4 Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31);

6.1.5 Employment Equity Act, Act No. 55 of 1998 (Section 26);

6.1.6 Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97);

6.1.7 Insolvency Act, Act No. 24 of 1936 (Sections 134 and 155);

6.1.8 Occupational Health and Safety Act, Act No. 85 of 1993;

6.1.9 Skills Development Act, Act No. 97 of 1998.

6.1.10 Companies Act, Act No. 61 of 1973

6.1.11 Labour Relations Act, Act No. 66 of 1995

6.1.12 Pension Funds Act, Act No. 24 of 1956

6.1.13 Regional Services Councils Act, Act No. 109 of 1985



6.1.14 Medical Schemes Act, Act No. 131 of 1998

6.1.15 Skills Development Levies Act, Act No. 9 of 1999

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.

6.2 **DOCUMENTS / INFORMATION HELD BY TRI-LEISURE IN  
TERMS OF THE ACT (SECTION 51(1)(E) OF THE ACT)**

Tri-Leisure holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Tri-Leisure
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information)
- Standard Employment Contracts
- Skills Development Report
- Tri-Leisure Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- 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 Tri-Leisure 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.

6.3 **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.

6.4 **AVAILABILITY OF THE MANUAL**

- 5.1 This manual is available for inspection at the offices of Tri-Leisure, free of charge;
- 5.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Tri-Leisure;
- 5.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette;
- 5.4 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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations").

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

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**THE CONVERGENT COMMUNICATION CORPORATION (SA) (PTY) LTD  
REGISTRATION NUMBER : 2000/018562/07**

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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 The Convergent Communication Corporation (SA) (Pty) Ltd 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. John Warsop should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from The Convergent Communication Corporation (SA) (Pty) Ltd.

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 The Convergent Communication Corporation (SA) (Pty) Ltd from time to time;

"Tc3" shall mean The Convergent Communication Corporation (SA) (Pty) Ltd, structured as a company which renders brand leveraging and communication services to individual clients and business / organizations;

"SAHRC" shall mean the South African Human Rights Commission.

"Information Officer" means John Warsop who has been appointed as the Information Officer of Tri-Leisure, to which requests for information in terms of the Act, should be addressed.

**2. CONTACT DETAILS:**

Name: John Warsop

Hercules House,

42 Homestead Avenue

Rivonia

2128

Tel: (011) 233-8822

E-mail : jwarsop@tc3.co.za

PO Box 5469

Rivonia

2128

Fax: (011) 233-8969

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission:

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](http://www.sahrc.org.za)

E-mail:

[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

4. **FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION,  
SUBJECTS ON WHICH TC3 HOLDS RECORDS AND THE  
CATEGORIES OF RECORDS HELD:**

Information which is not readily available as indicated in paragraph 5 of this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Tc3.

5. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT**

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

6. **INFORMATION HELD:**

6.1 **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE  
WITH OTHER LEGISLATION:**

Tc3 keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

6.1.1 Income Tax Act, Act No. 58 of 1962 (Section 75)

6.1.2 Value-Added Tax Act, Act No. 89 of 1991 (Section 65);

6.1.3 Unemployment Insurance Act, Act No. 30 of 1966 (Section 32);

6.1.4 Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31);

6.1.5 Employment Equity Act, Act No. 55 of 1998 (Section 26);

6.1.6 Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97);

6.1.7 Insolvency Act, Act No. 24 of 1936 (Sections 134 and 155);

6.1.8 Occupational Health and Safety Act, Act No. 85 of 1993;

6.1.9 Skills Development Act, Act No. 97 of 1998.

6.1.10 Companies Act, Act No. 61 of 1973

6.1.11 Labour Relations Act, Act No. 66 of 1995

6.1.12 Pension Funds Act, Act No. 24 of 1956

6.1.13 Regional Services Councils Act, Act No. 109 of 1985



6.1.14 Medical Schemes Act, Act No. 131 of 1998

6.1.15 Skills Development Levies Act, Act No. 9 of 1999

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.

6.2 **DOCUMENTS / INFORMATION HELD BY TC3 IN TERMS OF THE ACT (SECTION 51(1)(E) OF THE ACT)**

Tc3 holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Tc3
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information)
- Standard Employment Contracts
- Skills Development Report
- Tc3 Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- 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 Tc3 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.

6.3 **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.

6.4 **AVAILABILITY OF THE MANUAL**

- 5.1 This manual is available for inspection at the offices of Tc3, free of charge;
- 5.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Tc3;
- 5.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette;
- 5.4 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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations").

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

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**HERCULES II ADVERTISING (PTY) LTD  
REGISTRATION NUMBER : 2000/018785/07**

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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 Hercules II Advertising (Pty) Ltd 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. John Warsop should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Hercules II Advertising (Pty) Ltd.

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 Hercules II Advertising (Pty) Ltd from time to time;

“HII” shall mean Hercules II Advertising (Pty) Ltd, structured as a company which renders advertising services to individual clients and business / organizations;

“SAHRC” shall mean the South African Human Rights Commission.

“Information Officer” means John Warsop who has been appointed as the Information Officer of HII, to which requests for information in terms of the Act, should be addressed.

**2. CONTACT DETAILS:**

Name: John Warsop

Hercules House,  
42 Homestead Avenue  
Rivonia  
2128

PO Box 5469  
Rivonia  
2128

Tel: (011) 233-8822

Fax: (011) 233-8823

E-mail : jwarsop@tc3.co.za

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission:

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](http://www.sahrc.org.za)

E-mail:

[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

4. **FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION,  
SUBJECTS ON WHICH HII HOLDS RECORDS AND THE  
CATEGORIES OF RECORDS HELD:**

Information which is not readily available as indicated in paragraph 5 of this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from HII.

5. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT**

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

6. **INFORMATION HELD:**

6.1 **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE  
WITH OTHER LEGISLATION:**

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

6.1.1 Income Tax Act, Act No. 58 of 1962 (Section 75)

6.1.2 Value-Added Tax Act, Act No. 89 of 1991 (Section 65);

6.1.3 Unemployment Insurance Act, Act No. 30 of 1966 (Section 32);

6.1.4 Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31);

6.1.5 Employment Equity Act, Act No. 55 of 1998 (Section 26);

6.1.6 Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97);

6.1.7 Insolvency Act, Act No. 24 of 1936 (Sections 134 and 155);

6.1.8 Occupational Health and Safety Act, Act No. 85 of 1993;

6.1.9 Skills Development Act, Act No. 97 of 1998.

6.1.10 Companies Act, Act No. 61 of 1973

6.1.11 Labour Relations Act, Act No. 66 of 1995

6.1.12 Pension Funds Act, Act No. 24 of 1956

6.1.13 Regional Services Councils Act, Act No. 109 of 1985

6.1.14 Medical Schemes Act, Act No. 131 of 1998

#### 6.1.15 Skills Development Levies Act, Act No. 9 of 1999

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.

#### 6.2 **DOCUMENTS / INFORMATION HELD BY HII IN TERMS OF THE ACT (SECTION 51(1)(E) OF THE ACT)**

HII holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of HII
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information)
- Standard Employment Contracts
- Skills Development Report
- HII Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- 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 HII 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.

#### 6.3 **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.

#### 6.4 **AVAILABILITY OF THE MANUAL**

- 5.1 This manual is available for inspection at the offices of HII, free of charge;
- 5.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of HII;
- 5.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette;
- 5.4 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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations").



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

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**THE JUPITER DRAWING ROOM (PTY) LTD  
REGISTRATION NUMBER : 1987/004406/07**

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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 The Jupiter Drawing Room (Pty) Ltd 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 Ms. Reneé Silverstone should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from The Jupiter Drawing Room (Pty) Ltd.

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 Galaxy Holdings (Pty) Ltd from time to time;

“Jupiter” shall mean The Jupiter Drawing Room (Pty) Ltd, structured as a company which renders advertising services to individual clients and business / organizations;

“SAHRC” shall mean the South African Human Rights Commission.

“Information Officer” means Reneé Silverstone who has been appointed as the Information Officer of Jupiter, to which requests for information in terms of the Act, should be addressed.

**2. CONTACT DETAILS:**

Name: Reneé Silverstone

Jupiter House, PO Box 4651

42 Homestead Avenue Rivonia

Rivonia 2128

2128

Tel: (011) 233-8800

Fax: (011) 233-8929

E-mail : rsilvers@jupiter.co.za

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission:

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:  
Fax  
Website:  
E-mail:

+27 11 484 8300  
+27-11 484 0582/1360  
[www.sahrc.org.za](http://www.sahrc.org.za)  
[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

4. **FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION,  
SUBJECTS ON WHICH JUPITER HOLDS RECORDS AND THE  
CATEGORIES OF RECORDS HELD:**

Information which is not readily available as indicated in paragraph 5 of this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Jupiter.

5. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT**

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

6. **INFORMATION HELD:**

6.1 **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE  
WITH OTHER LEGISLATION:**

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

- 6.1.1 Income Tax Act, Act No. 58 of 1962 (Section 75)
- 6.1.2 Value-Added Tax Act, Act No. 89 of 1991 (Section 65);
- 6.1.3 Unemployment Insurance Act, Act No. 30 of 1966 (Section 32);
- 6.1.4 Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31);
- 6.1.5 Employment Equity Act, Act No. 55 of 1998 (Section 26);
- 6.1.6 Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97);
- 6.1.7 Insolvency Act, Act No. 24 of 1936 (Sections 134 and 155);
- 6.1.8 Occupational Health and Safety Act, Act No. 85 of 1993;
- 6.1.9 Skills Development Act, Act No. 97 of 1998.
- 6.1.10 Companies Act, Act No. 61 of 1973
- 6.1.11 Labour Relations Act, Act No. 66 of 1995
- 6.1.12 Pension Funds Act, Act No. 24 of 1956
- 6.1.13 Regional Services Councils Act, Act No. 109 of 1985
- 6.1.14 Medical Schemes Act, Act No. 131 of 1998

#### 6.1.15 Skills Development Levies Act, Act No. 9 of 1999

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.

#### 6.2 **DOCUMENTS / INFORMATION HELD BY JUPITER IN TERMS OF THE ACT (SECTION 51(1)(E) OF THE ACT)**

Jupiter holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Jupiter
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information)
- Standard Employment Contracts
- Skills Development Report
- Jupiter Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- 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 Jupiter 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.

#### 6.3 **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.

#### 6.4 **AVAILABILITY OF THE MANUAL**

- 5.1 This manual is available for inspection at the offices of Jupiter, free of charge;
- 5.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Jupiter;
- 5.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette;
- 5.4 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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations").

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

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**GALAXY HOLDINGS (PTY) LTD  
REGISTRATION NUMBER : 1989/007477/07**

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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 Galaxy Holdings (Pty) Ltd 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. Zainul Hoosen should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Galaxy Holdings (Pty) Ltd.

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 Galaxy Holdings (Pty) Ltd from time to time;

“Galaxy” shall mean Galaxy Holdings (Pty) Ltd, structured as a company which renders financial and related services to individual clients and business / organizations;

“SAHRC” shall mean the South African Human Rights Commission.

“Information Officer” means Zainul Hoosen who has been appointed as the Information Officer of Galaxy, to which requests for information in terms of the Act, should be addressed.

**2. CONTACT DETAILS:**

Name: Zainul Hoosen

Hercules House,  
42 Homestead Avenue  
Rivonia  
2128

PO Box 4651  
Rivonia  
2128

Tel: (011) 233-8933

Fax: (011) 233-8975

E-mail: zain@galaxysa.co.za

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission:

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](http://www.sahrc.org.za)

E-mail:

[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

4. **FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION,  
SUBJECTS ON WHICH GALAXY HOLDS RECORDS AND THE  
CATEGORIES OF RECORDS HELD:**

Information which is not readily available as indicated in paragraph 5 of this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Galaxy.

5. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT**

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

6. **INFORMATION HELD:**

6.1 **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE  
WITH OTHER LEGISLATION:**

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

6.1.1 Income Tax Act, Act No. 58 of 1962 (Section 75)

6.1.2 Value-Added Tax Act, Act No. 89 of 1991 (Section 65);

6.1.3 Unemployment Insurance Act, Act No. 30 of 1966 (Section 32);

6.1.4 Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31);

6.1.5 Employment Equity Act, Act No. 55 of 1998 (Section 26);

6.1.6 Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97);

6.1.7 Insolvency Act, Act No. 24 of 1936 (Sections 134 and 155);

6.1.8 Occupational Health and Safety Act, Act No. 85 of 1993;

6.1.9 Skills Development Act, Act No. 97 of 1998.

6.1.10 Companies Act, Act No. 61 of 1973

6.1.11 Labour Relations Act, Act No. 66 of 1995

6.1.12 Pension Funds Act, Act No. 24 of 1956

6.1.13 Regional Services Councils Act, Act No. 109 of 1985

6.1.14 Medical Schemes Act, Act No. 131 of 1998

**6.1.15 Skills Development Levies Act, Act No. 9 of 1999**

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.

**6.2 DOCUMENTS / INFORMATION HELD BY GALAXY IN TERMS OF THE ACT (SECTION 51(1)(E) OF THE ACT)**

Galaxy holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Galaxy
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information)
- Standard Employment Contracts
- Skills Development Report
- Galaxy Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- 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 Galaxy 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.

**6.3 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.

**6.4 AVAILABILITY OF THE MANUAL**

- 5.1 This manual is available for inspection at the offices of Galaxy, free of charge;
- 5.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Galaxy;
- 5.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette;
- 5.4 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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations").

**SECTION 51 MANUAL FOR**  
**CHARISMA NURSING AGENCY**  
**PTY LTD**

**PREPARED IN TERMS OF THE REQUIREMENTS OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT NO 2 OF 2000**

**REGISTRATION NUMBER:**

1998/003312/07

**DIRECTORS:**

E FAIRALL  
FD BURD

**A. CONTENTS**

- 1) Contact details (Section 51(1)(a))
- 2) The section 10 Guide on how to use the Act (Section 51(1)(b))
- 3) Records available in terms of any other legislation (Section 51(1)(d))
- 4) Access to the records held by Charisma Nursing Agency (Section 51(1)(c) and 51(1)(e))
  - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) (Section 51(1)(c))
  - ii. Records that may be requested (Section 51(1)(e))
  - iii. The request procedures
- 5) Other information as may be prescribed (51(1)(f))
- 6) Availability of the manual (Section 51(3))
- 7) Prescribed fees for private bodies
- 8) Prescribed fees

**B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL****INTRODUCTION TO CHARISMA NURSING AGENCY**

Charisma Nursing Agency is a labour broker specializing the medical industry, supplying private hospitals and government hospitals with medical staff of all categories on a temporary basis with coverage throughout the whole of South Africa. Charisma Nursing Agency is committed to the development of nursing staff through training and education.

**B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. Contact details (Section 51(1)(a))

Company name:

Charisma Nursing Agency (PTY) Limited

Managing Director:

Elizabeth Fairall

Information officer:

Sarel Greyvensteyn – Financial Manager

[Sarelg@charismanursing.co.za](mailto:Sarelg@charismanursing.co.za)

Street Address: 22 Swart Street  
Kempton Park

Postal Address: P O Box 3281  
Kempton Park  
1620

Telephone: +27 11 394 4155

Fax: +27 11 975 9000

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 no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department



Postal Address: Private bag 2700  
Houghton  
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 1360

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-Mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

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

- Basic Conditions of Employment Act No 75 of 1997
- Companies Act No 61 of 1973
- Employment Equity Act No 55 of 1998
- Labour Relations Act No 66 of 1995
- Skills Development Act No 97 of 1998
- Skills Development Levies Act No 9 of 1999
- Unemployment Insurance Act No 30 of 1996
- Value Added Tax Act No 89 of 1991
- Income Tax Act No 95 of 1967
- SANC Regulations
- Standards for Nursing
- Nursing Act

**4. Access to records held by Charisma Nursing Agency (PTY) Limited (Section 51(1)(c) and (e))**

**i) Automatic disclosures (Section 51(1)(c))**

Information that is freely available:

- Annual reports

**ii) Records that may be requested (Section 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 provision of the Act.

**FINANCE AND ADMINISTRATION**

**1. HUMAN RESOURCES**

- Policies on staff recruitment and other staff related policies
- Employment contracts

**2. PROCUREMENT**

- Asset Register
- Procurement policies

**3. FINANCIAL MANAGEMENT**

- Budgets
- Monthly actuals
- Strategic plans

#### 4. COMPANY SECRETARIAL

- Company registration
- Company documentation relating to Director's appointments
- Statutory Documentation
- Company Register
- Minute Book – annual minutes and resolution

#### 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 supply 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 (section 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 (section 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 (Section 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 (Section 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 (Section 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 (Section 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 Charisma Nursing offices or alternative copies are available at SAHRC or in the Gazette. In respect of hard copies, any transmission costs/ postage will be for the account of the requester.

**HAHN & HAHN INC**  
**INTELLECTUAL PROPERTY PRACTITIONERS**

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

INDEX	PAGE
1. Introduction	1
2. Contact details	2
3. Guide in terms of Section 10 of the Act	2
4. Notice(s) in terms of Section 52(2) of the Act	3
5. Information/documents available in accordance with other legislation	3
6. Documents/information held by ABC in terms of the Act	3
7. Other information	4
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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 Hahn & Hahn 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 Hahn & Hahn should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Hahn & Hahn.

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 Hahn & Hahn from time to time;
"Hahn & Hahn"	shall mean Hahn & Hahn Inc. Intellectual Property Practitioners structured as an incorporated company which renders intellectual property 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 Chairperson of Hahn & Hahn has been appointed as the Information Officer of Hahn & Hahn, 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	:	HAHN & HAHN INC
Partner and appointed officer	:	Dr HH Hahn
Physical address	:	Hahn Forum 222 Richard Street Hatfield 0083 Pretoria
Postal address	:	PO Box 13575 Hatfield 0028 Pretoria
Telephone no.	:	(012) 342 1774
Fax no.	:	(012) 342 3027
e-mail	:	<a href="mailto:hahn@hahn.co.za">hahn@hahn.co.za</a>
Website address	:	<a href="http://www.hahn.co.za">www.hahn.co.za</a>

## 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 no. : +27 11 484 8300  
Fax no. : +27 11 484 0582/1360  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail : [PAIA@sahrc.org.za](mailto: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)

Hahn & Hahn may keep information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- Patents Act 57 of 1978
- Trademarks Act 194 of 1993
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

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

## 6. DOCUMENTS/INFORMATION HELD BY HAHN &amp; HAHN IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

HAHN & HAHN holds the information/documents listed herein below:

- details relating to the operational, commercial and financial interests of Hahn & Hahn;
- 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;
- Hahn & Hahn Personnel Report;
- Human Resources (personal information of past, present and prospective employees and directors);
- list of trademarks and pending applications;
- list of patents and pending applications;
- insurance policies; and
- rules and regulations relating to the pension fund.

The Hahn & Hahn website address is [www.hahn.co.za](http://www.hahn.co.za) and is accessible to anyone with access to the internet. It contains a profile on Hahn & Hahn, its contact particulars, services rendered and fields of expertise and its professional staff.

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 Hahn & Hahn is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

Information relating to technical, scientific, commercial, patent, design, copyright and trademarks which is of a confidential nature will not be made available to the public unless ordered to do so by a competent court.

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 Hahn & Hahn.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Hahn & Hahn.

8.3 The manual can also be accessed on the website of the SAHRC ([www.sahrc.org.za](http://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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations").

**Information Manual**

for

**LANDIS+GYR (Pty) Ltd.**

**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**

Landis+Gyr (Pty) Ltd. provides services and products in relation to the metering and management of electricity.

### **1. Contact Details**

#### **1.1 Addresses and Contact Numbers**

##### **Physical**

60 Electron Ave  
Isando  
1600

##### **Postal**

P.O. Box 281  
Isando  
1600

##### **Chief Executive**

Mr. K M Lennox  
Telephone number: (011) 921 7900  
Facsimile Number: (011) 921 7977  
e-mail address:  
[keithl@cashpower.co.za](mailto:keithl@cashpower.co.za)

## 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](http://www.sahrc.org.za)**  
**E-mail Address: [PIAI@sahrc.org.za](mailto:PIAI@sahrc.org.za)**

## PART TWO

### 2.1 Records available without request

The following information regarding Landis+Gyr (Pty) Ltd. is available on [www.cashpower.com](http://www.cashpower.com), namely:

- History of Group;
- Company Profile;
- Business Segments;
- Associate Companies;
- Advertising Showcase;
- Quality Assurance;
- Products and Services;
- Press Releases;
- Press Pictures;
- Events Calendar;



**2.2 Records kept in terms of other legislation**

<b><u>Category</u></b>	<b><u>Legislation</u></b>	<b><u>Description</u></b>
Human Resources	Basic Conditions of Employment Act	Records of Employees as prescribed
	Compensation For Occupational Injuries and Deceases Act	Records of Employees as prescribed
Financial	Employment Equity Act	Records of Employees as prescribed
	Unemployment Insurance Act	Records of contributors as prescribed
	Occupational Health and Safety Act	Documents, registers, certificates and record books as prescribed
	Income Tax Act	Records of accounts, cheque books, bank statements, deposit slips, paid cheques, invoices and other documentation as required
	Value Added Tax Act	Accounting records, invoices, tax invoices, credit and debit notes, bank statements, deposit slips, paid cheques and other documentation as required
Environment	National Environment Management Act	SABS ISO 14001
Company Secretarial	Companies Act	Certificates, registers, records, minute books, returns submitted to registrar

**2.2 List of Subjects and Records held by the Company**

<b><u>Subject</u></b>	<b><u>Category</u></b>	<b><u>Description</u></b>
Quality	Product Configuration	Product Configuration Documentation
	Meter Calibration Data Quality Documentation	Specific Meter Data NCR Register NCR Documents Concession and Deviation Forms Product Release Forms Internal Audit Reports Monthly Reports AQL Charts
Engineering	Eskom Reports Acceptable Quality Level	
	Operational	Departmental organogram Engineering procedures Engineering Templates Engineering Requests Engineering Project Plans Project Review Minutes Resource Timesheets E-mail threads Field Feedback Reports Product Costing Database
	Technical	Technical reference information Technical Specifications Project Technical Data Project Test Reports  Manufacturing Data  Engineering change records
	Financial	Project Cost Summaries
	Personnel	Job Descriptions Post Gradings

<u>Subject</u>	<u>Category</u>	<u>Description</u>
Prod Engineering	Data	Calibration Data
		Repair Centre Data Base
	Lines	Mechanical Drawings
	Products	Family Tree
		Specification Check List
		Parts List
		Functional Spec
		Doc Req Plan
		Reliability Prediction
		Final Insp Instruction
		Final Assembly Test Instruction
		ED Field Guide
		Type Test Plan
		Requirements Definition
		PCB assembly
		Card Description
		Circuit Diagram
Sales	Procedures	Production Test Instruction
		Final Assembly Kit
		National Sales Procedure
		Forecast Procedure
		Sales and Marketing Filing Procedure
	Forecasting	Entering a quotation
		Tender procedure flow diagram
	Quotations and Tenders	National Sales Forecast
		EML Repayment Forecast
	Financial Info	Quote Register
		Individual Masters of Quotes
	Pricing Structures	National Monthly Sales Results
	Weekly Minutes	Cashpower pricing
		Landis and Gyr pricing
		MTE pricing
		Weekly Sales Report Meeting

<u>Subject</u>	<u>Category</u>	<u>Description</u>
Marketing	Procedures	Marketing procedure Cashpower logo specifications Press release form
	Brochures	Product Brochures
	Press releases	Press releases
	Advertising	Cashpower Partnership.pdf Blind.pdf CUTS Advertisement Durban Metro Strip Advert Fire Truck Graphic Advert Lightning Advert Pohnpei Advert Thank You Mr. President
	Case Studies	Pohnpei Case Study Carmen de Areco Case Study Zanzibar Case Study
Project Execution	Repair Centre	Meter repair statistics
	Credit meters	Meter Operating Manuals
	Vending systems	Book of Life
Procurement	Procedures	Job description – buyers Job description – supply chain manager Job description – goods receiving clerk Work instruction – buyers Work instruction – goods receiving clerk
	Purchasing	Purchase requisitions Purchase orders
	Quotations	Stock and non-stock
	Vendor Master	Vendors



<u>Subject</u>	<u>Category</u>	<u>Description</u>
Manufacturing	Material Master	Material
	DataSpec Sheets	Material Specification
	Outstanding Order	Stock and non-stock open orders
	MRP	Material planning
	Material	Stock report Forecasting report Quality Management Purchasing Info
	Goods Receiving	Goods receiving note
	Old documents	Purchase orders Goods receiving note Purchase requisitions Vendor Quotation
	Job description	Logistics controller Material and Planning Manager Factory Manager Product Quality Manager Production Engineer Manager Operations Manager QC Inspectors Stores Assistant Line Manager Operators
	Procedures	Manufacturing manual Order Processing Procedure Kitting Procedure Overtime Procedure Stock Take Procedure Process sheet management Production Special Instruction Sample Management Test Jig Maintenance Schedule PLC burn in Procedure Anti Static Wrist Strap

<u>Subject</u>	<u>Category</u>	<u>Description</u>
Product Management		Batch Rejection Procedure QA Inspection Form
	Organogram	Ops organogram
	Field Tools	Agents Test Jig APU Credit Reader ED Verifier Technicians Card
	Information Management	Questionnaire Templates Product Briefs
	Meters	Product Information Service Manuals User Guides Diagrams Spec Sheet Reliability Prediction
	Presentations	Gemini overview National Sales Conference New Suprima 3 Solution Product Technical Training Sabre III Sales Release SUPRIMA 3 New Features April Workshop Frequently Asked Questions Product Training – SUPRIMA Selling SUPRIMA SUPRIMA and Vending Concepts The Future Vending Systems for you Vending Systems to date
	Vending	Official Vending Glossary Vending Directory Index Brochures Spec Sheet User Manual System Administration Manual

<u>Subject</u>	<u>Category</u>	<u>Description</u>
	Technology	Technical Manual
		An introduction to X25.mht
		Clients and Servers.txt
		Digital Certificate FAQ's.mht
		GSM World – What is Bluetooth.mht
		GSM World – What is SMS.mht
		Internet FAQ.url
		Introduction to XML.mht
		Telkom SA Ltd. Diginet.mht
		Telkom SA Ltd. Saponet-PX.25.mht
Human Resources	Sales	VPN Frequently Asked Questions.mht
		What is a cluster.mht
		What is Ethernet.mht
		What is GPRS.mht
		What is RAID.mht
		What is TCPIP.mht
		X25 Basic.pdf
		Product Release
		Personal Details
		Employment Contracts
	Employee Data	Employment Benefits
		Payroll and Business Data
		Pension Data
		General Correspondence
	Policies	Company Policies
	Procedures	Company Procedures
Finance	Debtors	Invoices
		Credit Notes
		Debit Notes
		Customer Statements
		Journal Reports
		Customer Master data
		Forms and Templates

Subject	Category	Description
	Creditors	Invoices Debit Notes Credit Notes Adjustment Journals Payment History Forms and Templates Supply master data
	Bank	Authorised Signatories Bank Statements Performance Bonds Receipts of Invoices Paid Business Trip Applications Petty Cash Slips Fuel consumption History
	General	Income Statements Balance Sheet Cash Flow Statements Income Tax Documents Vat Returns Paid Cheques RSC Levy Returns Accounting Guidelines
	Assets	Asset History Sheet Assets Disposal Additions to Assets
Information Technology	Policies	Policy on IT services IT Policy
	Procedures	Backup Procedures
Legal	Agreements	Lease and Rental Loan Agreements Shareholders Agreement Sundry Agreements Agency and Distribution Agreement Software Agreements
	Licenses	TV licenses



<u>Subject</u>	<u>Category</u>	<u>Description</u>
Company Secretary	Litigation	Schedule of pending cases
	IPR	Trademarks documentation Patent Documentation
	Insurance	Insurance and Special Cover Documentation
	Statutory Documents	Memorandum of Agreement and Articles of Association Certificate of Incorporation Certificate to commence business Certificate of Name Change Annual Financial Statements Notice of Share Allotments Attendance Register Register of Directors Register of Officers Register of Members Minutes of Board meetings Minutes of Member meetings Directors personal details Directors Interest in Contracts

### 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 Chief Executive 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 Chief Executive 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](http://www.sahrc.org.za); and
  - 3.2.5.2 Department of Justice and Constitutional Development [www.doj.gov.za](http://www.doj.gov.za) (under "regulations".)

## **PART FOUR**

### **Availability of the Manual**

Landis+Gyr (Pty) Ltd's information 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.)

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**PROMOTION OF ACCESS TO INFORMATION ACT  
(Act 2 of 2000)**

**SECTION 51 MANUAL FOR Stopak Properties (Pty) Ltd  
1990/006201/07**

**PROMOTION OF ACCESS TO INFORMATION ACT  
(Act 2 of 2000)**

**SECTION 51 MANUAL FOR Stopak Properties (Pty) Ltd  
1990/006201/07**

**A. CONTENTS**

- 1 Introduction to Stopak Properties (Pty) Ltd
- 2 Contact details
- 3 The section 10 Guide on how to use the Act
- 4 Records available in terms of any other legislation
- 5 Access to the records held by Stopak Properties (Pty) Ltd
  - i Classification of records held by the body
  - ii Categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2).
  - iii Records that may be requested in terms of Section 52(2) of the Act.
  - iv The request procedures
- 6 Other information as may be prescribed
- 7 Availability of the manual
- 8 Prescribed fees
- 9 Prescribed forms
- 10 Acknowledgements

**1 Introduction to Stopak Properties (Pty) Ltd**

Stopak Properties (Pty) Ltd is the Company which owns the properties in which the Stopak commercial companies operate.

**2. Contact details**

Chris Shaw  
Stopak Properties (Pty) Ltd  
PO Box 45581  
Ottery  
7808

Tel (021) 703-9393  
Fax (021) 704-1349  
E-mail



### 3. The section 10 Guide on how to use the Act

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

The South African Human Rights Commission:

PAIA Unit  
The Research and Documentation Department

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### 4. Records available in terms of any other legislation

Stopak Properties (Pty) Ltd holds details of its own registration as a company, together with its financial statements and all other documentation relating to its business as a company as outlined in the "Introduction to Stopak Properties (Pty) Ltd" above.

### 5. Access to the records held by Stopak Properties (Pty) Ltd

#### i Company Record Classification Key

Classification Number	Classification
1	Public Access Documents
2	Limited Disclosure - Personal information known to the individual
3	May not be disclosed - would breach a confidence owed to a third party.
4	May not be disclosed - likely to harm the commercial or financial interests of the company.

#### ii Categories of records of the body which are available without a person having to request access in terms of section 51(1)(c) of the Act

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention
1	Demographic company details	Hard Copy	Member	4 Paddy Close Ottery	1	Indefinite
2	Records pertaining to past employees of the company	Hard copy and electronic	Member	4 Paddy Close Ottery	2	Indefinite

**iii Categories of records that may be requested in terms of Section 51 (1) (e) of the Act.**

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention
3	Details of third party relationships	Hard copy and electronic	Member	4 Paddy Close, Ottery	3	Indefinite
4	Company correspondence and documentation	Hard copy and electronic	Member	4 Paddy Close Ottery	4	Indefinite

**iv The request procedures**

**Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

**Fees:**

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.

- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

#### 6. Other information as may be prescribed

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

#### 7. Availability of the manual

This Manual is available for scrutiny at the offices of Stopak Properties (Pty) Ltd at 4, Paddy Close, Ottery, 7808, and copies are available from the SAHRC, and in the Government Gazette.

#### 8. Fees in respect of private bodies

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

2. The fees for reproduction referred to in regulation 11(1) are as follows:

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

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

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

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

**9. Prescribed forms**

**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))

**Particulars of private body**

The Head:  
Stopak Properties (Pty) Ltd  
4 Paddy Close  
Ottery  
7808

**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.

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> (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*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<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

**10 Acknowledgements**

This Section 51 Manual is produced on a template supplied by the South African Human Rights Commission, whose assistance is acknowledged. The Section 51 Manual is produced by Peter Riches of TSG, 3 de Kock Ave, Constantia, 7806, Western Cape. Tel/Fax (021) 794-8242. E-mail [priches@iafrica.com](mailto:priches@iafrica.com)

Promotion of Access to Information Manual  
Private Body

## FICKLE INVESTMENTS CLOSE CORPORATION

Registration No. 1994/008890/23

### INDEX

A Corporation contact details

B Guide on how to use the Act

C Corporation information

D Access to information of private body

A Corporation contact details

#### Address

6 St Andrews Road  
Parktown  
2193

P O Box 61631  
Marshalltown  
2107

#### Contact details

Tel: (011) 274 2000

Fax: (011) 274 2001

(011) 642 6010

#### Information officer:

Clifford Thomas Elphick (Managing Member) who has delegated his powers to Jacques Sypkens (Accountant) whom for the purposes of this manual will be called the Information Officer.

[sypkensi@eason.co.za](mailto:sypkensi@eason.co.za)

B Guide on how to use the Act

1. The guide will be available from the Human Rights Commission by no later than August 2003. Queries could be directed to:

The South African Human Rights Commission (SAHRC):  
Promotion of Access to Information Act (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](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

2. Section 51(1) (c) is not applicable.
3. No notice in terms of Section 52(2) has been made.

**C. Corporation information**

- a) The granting of access to certain records in respect of categories listed below may be made available in terms of other Legislation.
- b) The granting of access to certain records requested by a requester does not automatically entitle that requester access thereto as certain grounds for refusal are available as set out in the PAIA.

**1 Incorporation documents**

May be made available in terms of the Close Corporation Act

**1.1 Founding Statements****2 Constitution of Corporation**

May be made available in terms of the Close Corporation Act

**2.1 Corporation statutory register****2.2 Register of members and accounting officer****3 Finance and taxation****3.1 Annual financial statements**

Certain records under section 3.2 may be made available in terms of the Income Tax Act unless disclosure is likely to cause harm to the commercial or financial interest of the Corporation

**3.2 Tax returns****4 Insurance****4.1 General****5 Immovable property****5.1 Land****5.1.1 Title deeds (available from Deeds Office)****5.1.2 Valuations****5.1.3 General****6 General****6.1 General**



**D. Access to information of private body**

1. The corporation does not have a website. However, the manual will be available at the corporation's address as stated in section A of this document. Also available from the SAHRC and the Government Gazette.
2. Request for Access of Information to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of the Regulations as published in the Government Gazette, attached. Request to be addressed to Information's Officer stated in section A of this document
3. The requester must identify the right that is sought to be exercised or to be protected and provide explanation of why the record is being requested.
4. Request on behalf of a 3<sup>rd</sup> party by a requester, must provide proof of capacity in which request is made.
5. Fees
  - 5.1 Fees for reproductions in terms of section 52(3) of the Act are as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.2 The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.3 The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.

Promotion of Access to Information Manual  
Private Body

**E. O. INVESTMENTS  
(PROPRIETARY) LIMITED**

Registration No. 2002/005345/07

**INDEX**

- A. Company contact details
- B. Guide on how to use the Act
- C. Company information
- D. Access to information of private body

**A. Company contact details**

**Address:**

6 St Andrews Road  
Parktown  
2193

P O Box 61631  
Marshalltown  
2107

**Contact details:**

Tel: (011) 274 2000

Fax: (011) 274 2001

(011) 642 6010

**Information officer:**

Patrick Wood (Managing Director) who has delegated his powers to Jason Simon Hobday (Legal Adviser) whom for the purposes of this manual will be called the Information Officer.

[hobdayj@eason.co.za](mailto:hobdayj@eason.co.za)

**B. Guide on how to use the Act**

1. The guide will be available from the Human Rights Commission by no later than August 2003. Queries could be directed to:

The South African Human Rights Commission (SAHRC):  
Promotion of Access to Information Act (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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

2. Section 51(1) (c) is not applicable.
3. No notice in terms of Section 52(2) has been made.

**C. Company information**

- a) The granting of access to certain records in respect of categories listed below may be made available in terms of other Legislation.
- b) The granting of access to certain records requested by a requester does not automatically entitle that requester access thereto as certain grounds for refusal are available as set out in the PAIA.

**1. Incorporation documents**

May be made available in terms of the Companies Act

- 1.1 Memorandum of association
- 1.2 Articles of association

**2. Constitution of company**

Records under section 2.1, 2.2, & 2.3 may be made available in terms of the Companies Act

- 2.1 Company statutory register
- 2.2 Register of directors, officers and auditors
- 2.3 Share register
- 2.4 Minute book
- 2.5 Agreements

**3. Finance and taxation**

- 3.1 Accounting records

Certain records under section 3.2 may be made available in terms of the Income Tax Act unless disclosure is likely to cause harm to the commercial or financial interest of the company

- 3.2 Tax returns

**4. General**

- 4.1 General

**D. Access to information of private body**

1. The company does not have a website. However, the manual will be available at the company's address as stated in section A of this document. Also available from the SAHRC and the Government Gazette.
2. Request for Access of Information to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of the Regulations as published in the Government Gazette, attached. Request to be addressed to Information's Officer stated in section A of this document
3. The requester must identify the right that is sought to be exercised or to be protected and provide explanation of why the record is being requested.
4. Request on behalf of a 3<sup>rd</sup> party by a requester, must provide proof of capacity in which request is made.
5. Fees
  - 5.1 Fees for reproductions in terms of section 52(3) of the Act are as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.2 The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.3 The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.

Promotion of Access to Information Manual  
Private Body

## MAURITZFONTEIN INVESTMENTS (PROPRIETARY) LIMITED

Registration No. 2002/004528/07

### INDEX:

- A. Company contact details
- B. Guide on how to use the Act
- C. Company information
- D. Access to information of private body

### A. Company contact details

#### Address:

6 St Andrews Road  
Parktown  
2193

P O Box 61631  
Marshalltown  
2107

#### Contact details:

Tel: (011) 274 2000

Fax: (011) 274 2001

(011) 642 6010

#### Information officer:

Patrick Wood (Managing Director) who has delegated his powers to Jason Simon Hobday (Legal Adviser) whom for the purposes of this manual will be called the Information Officer.

[hobdayj@eason.co.za](mailto:hobdayj@eason.co.za)

### B. Guide on how to use the Act

1. The guide will be available from the Human Rights Commission by no later than August 2003. Queries could be directed to:

The South African Human Rights Commission (SAHRC):  
Promotion of Access to Information Act (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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

2. Section 51(1) (c) is not applicable.
3. No notice in terms of Section 52(2) has been made.



**C. Company information**

- a) The granting of access to certain records in respect of categories listed below may be made available in terms of other Legislation.
- b) The granting of access to certain records requested by a requester does not automatically entitle that requester access thereto as certain grounds for refusal are available as set out in the PAIA.

**1. Incorporation documents**

May be made available in terms of the Companies Act

- 1.1 Memorandum of association
- 1.2 Articles of association

**2. Constitution of company**

Records under section 2.1, 2.2, & 2.3 may be made available in terms of the Companies Act

- 2.1 Company statutory register
- 2.2 Register of directors, officers and auditors
- 2.3 Share register
- 2.4 Minute book
- 2.5 Agreements

**3. Finance and taxation**

- 3.1 Accounting records

Certain records under section 3.2 may be made available in terms of the Income Tax Act unless disclosure is likely to cause harm to the commercial or financial interest of the company

- 3.2 Tax returns

**4. General**

- 4.1 General

**D. Access to information of private body**

1. The company does not have a website. However, the manual will be available at the company's address as stated in section A of this document. Also available from the SAHRC and the Government Gazette.
2. Request for Access of Information to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of the Regulations as published in the Government Gazette, attached. Request to be addressed to Information's Officer stated in section A of this document
3. The requester must identify the right that is sought to be exercised or to be protected and provide explanation of why the record is being requested.
4. Request on behalf of a 3<sup>rd</sup> party by a requester, must provide proof of capacity in which request is made.
5. Fees
  - 5.1 Fees for reproductions in terms of section 52(3) of the Act are as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.2 The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.3 The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.

**WOLMARANS KRUGER INCORPORATED  
CHARTERED ACCOUNTANTS (S.A.)  
MANUAL**

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT NO 2 OF 2000**

---

**1. CONTACT DETAILS:**

Directors: JJ Slabbert and CJ Vlok

401 Cape Road  
Cotswold  
PORT ELIZABETH  
6045

PO Box 7560  
Newton Park  
PORT ELIZABETH  
6055

Tel: (041) 365 3521

Fax: (041) 365 2351

E-mail: [wkaudit@global.co.za](mailto:wkaudit@global.co.za)

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

Records are kept in accordance with such legislation as is applicable, which includes but is not limited to, the following legislation:

Companies Act 61 of 1973  
Income Tax Act 58 of 1962  
Value-Added Tax Act 89 of 1991  
Unemployment Insurance Act 63 of 2001  
Basic conditions of Employment Act 75 of 1997  
Employment Equity Act 55 of 1998  
Skills Development Levies Act 97 of 1998  
Compensation for Occupational Injuries and Diseases Act 130 of 1993  
Occupational Health and Safety Act 85 of 1993  
Insolvency Act 24 of 1936  
Public Accountants' and Auditors' Act, Act 80 of 1991

(2)

**4. INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) (e) OF THE ACT:**

The documents / information listed herein below pertain to the day-to-day management of the business:

- Standard Employment Contracts
- Human Resources Manual
- Insurance Policies
- Financial and Accounting Records
- Company documents including memorandum of Association and the Articles of Association and any amendment thereto, various registers, minute books and internal resolutions
- Staff Records

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

**5. 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.

**6. GROUNDS FOR REFUSAL OF A REQUEST**

A request may be declined in accordance with one of the prescribed grounds for refusal of the request in terms of the Act, and these are set out in Sections 63, 64, 65, 66, 67, 68 and 69 of the Act.

**7. AVAILABILITY OF THE MANUAL**

- This manual is available for inspection at the offices of the company free of charge
- Copies of the manual may be obtained, subject to the prescribed fees, at the offices of the company
- The manual can also be accessed on the website of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette. However it should be noted that the manual accessible on the website of 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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under "regulations").

**BYMAC INSURANCE BROKERS (PTY) LTD****MANUAL****MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT NO 2 OF 2000**

---

**1. CONTACT DETAILS:**

Directors: EJ Byron and S Macdonald

110 Park Drive  
Central  
PORT ELIZABETH  
6001

PO Box 12368  
Centrahil  
PORT ELIZABETH  
6006

Tel: (041) 585 5600

Fax: (041) 585 6448

E-mail: eddy@bymac.co.za

**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.

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Income Tax Act 58 of 1962  
Value-Added Tax Act 89 of 1991  
Unemployment Insurance Act 63 of 2001  
Basic conditions of Employment Act 75 of 1997  
Employment Equity Act 55 of 1998  
Skills Development Levies Act 97 of 1998  
Compensation for Occupational Injuries and Diseases Act 130 of 1993  
Occupational Health and Safety Act 85 of 1993  
Insolvency Act 24 of 1936



#### **4. INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) (e) OF THE ACT:**

The documents / information listed herein below pertain to the day-to-day management of the business:

- Standard Employment Contracts
- Human Resources Manual
- Insurance Policies
- Financial and Accounting Records
- Company documents including memorandum of Association and the Articles of Association and any amendment thereto, various registers, minute books and internal resolutions
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It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

#### **5. 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.

#### **6. GROUNDS FOR REFUSAL OF A REQUEST**

A request may be declined in accordance with one of the prescribed grounds for refusal of the request in terms of the Act, and these are set out in Sections 63, 64, 65, 66, 67, 68 and 69 of the Act.

#### **7. AVAILABILITY OF THE MANUAL**

- This manual is available for inspection at the offices of the company free of charge
- Copies of the manual may be obtained, subject to the prescribed fees, at the offices of the company
- The manual can also be accessed on the website of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette. However it should be noted that the manual accessible on the website of 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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under "regulations").

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

**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:** jordan@law.co.za

**2. Guide in terms of Section 10 of the Act**

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

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

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

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

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

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

**For prescribed fees and forms see [www.sahrc.org.za](http://www.sahrc.org.za)**

**P J TAUTE**  
**PROKUREURS/ATTORNEYS**

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

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## 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 PJ Taute Prokureurs versoek word in terme van die Wet.

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

'n Versoeker kan Mnr PJ Taute 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 PJ Taute Prokureurs.

Woorde gebruik indie 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 PJ Taute Prokureurs;
"PJ Taute"	beteken PJ Taute Prokureurs, gestruktureer as 'n eenmansaak en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;
"Inligtingsbeampte"	die eienaar van PJ Taute Prokureurs is aangewys as die inligtingsbeampte van PJ Taute Prokureurs aan wie versoeke vir inligting in terme van die Wet gerig moet word.

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

Naam van liggaam: PJ Taute Prokureurs  
Eienaar en inligtingsbeampte Mnr PJ Taute  
Adres : Murrayfield Mews 16  
Theunsweg 259  
**MURRAYFIELD**  
0184  
Posadres: Posbus 1001  
**WAPADRAND**  
0050  
Telefoon: (012) 841 6107  
Faks: (012) 804 4413  
E-pos GEEN  
Webblad: GEEN

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid  
Navorsing-en dokumentasieafdeling  
Privaatsak 2700  
**HOUGHTON**  
2041

Telefoon: +27 11 484 8300  
Faks: +27 11 484 0582/1360  
Webblad: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

...../3



-3-

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

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

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

PJ Taute Prokureurs hou inligting / dokumente ingevolge die volgende wetgewing:

- Geen

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

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

PJ Taute Prokureurs hou inligting / dokumente soos hierna aangedui :

- Inligting ten opsigte van die operasionele-, handels-en finansiële belange van PJ Taute Prokureurs.

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

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

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

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

**8. BESKIBAARHEID VAN DIE HANDLEIDING** (Artikel 51(1)(3) van die Wet)

8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van PJ Taute Prokureurs;

8.2 Afskrifte van die handleiding kan verkry word by die kantore van PJ Taute Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;

8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK ([www.sahrc.org.za](http://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 fooi-struktuur nie. Die vorms en fooi-struktuur kan verkry word op die webblad van die SAMK ([www.sahrc.org.co](http://www.sahrc.org.co)) of die Departement van Justisie en Konstitusionele Ontwikkeling ([www.dol.org.za](http://www.dol.org.za)) (onder "regulations:").

## HACK STUPEL &amp; ROSS 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 / documentation from Hack Stupel & Ross 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 Christiaan van Wyk should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/ documents from Hack Stupel & Ross.

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 Hack Stupel & Ross from time to time ;
"Hack Stupel & Ross"	shall mean Hack Stupel & Ross Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses/organisations ;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	shall mean one of the partners of Hack Stupel & Ross has been appointed as the Information Officer of Hack Stupel & Ross 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 :	Hack Stupel & Ross Attorneys
Partner and appointed Information Officer :	Mr Christiaan Van Wyk
Address :	2 <sup>nd</sup> Floor, Standard Bank Chambers, Church Square, Pretoria
Postal Address :	P O Box 2000, Pretoria, 0001
Telephone :	(012) 325 4185
Fax :	(012) 324 3735
E-Mail :	<a href="mailto:hsr@legalweb.co.za">hsr@legalweb.co.za</a>

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](http://www.sahrc.org.za)  
E-Mail : [PAIA@sahrc.org.za](mailto: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)

Hack, Stupel & Ross keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr.24 of 1956
- Income Tax Act, Nr.58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 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 1988 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

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

6. DOCUMENTS/INFORMATION HELD BY HACK, STUPEL & ROSS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Hack Stupel & Ross holds the information/documents listed herein below :

- Details relating to the operational, commercial and financial interest of Hack Stupel & Ross
- 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
- Hack Stupel & Ross Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- 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 Hack Stupel & Ross is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

- 3. 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 Hack Stupel & Ross free of charge.
- 8.2. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Hack Stupel & Ross.
- 8.3. 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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations").

**MARK-ANTHONY BEYL  
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 Mark-Anthony Beyl Attorneys as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr Beyl should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from Mark-Anthony Beyl 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 ABC from time to time;
"Mark-Anthony Beyl"	shall mean Mark-Anthony Beyl Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and

businesses/organisations;

"SAHRC"

shall mean the South African Human Rights Commission.

"Information Officer"

The senior partner of Mark-Anthony Beyl Attorneys has been appointed as the Information Officer of Mark-Anthony Beyl, to which request for information in terms of the Act, should be addressed.

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

Name of body:	Mark-Anthony Beyl Attorney
Partner and appointed Information Officer	Mr Mark Beyl
Address:	6th Floor, Colman Chambers, cnr President & Kruis Streets, JOHANNESBURG
Postal Address:	P O Box 2465, Johannesburg
Telephone:	336-1600
Fax:	336-1603
E:mail:	beyl@law.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.

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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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto: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, but shall be done when so required.

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

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

- 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
- Attorney 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 66 of 1995
- Basic Conditions of Employment Act. Nr 75 of 1997 (Section 31)
- Employment Equity Act, Nr 55 of 1998 (Section 26)
- Skills Development Act, Nr 97 of 1998
- Medical Schemes Act, Nr 131 of 1998
- Skills Development Levies Act, Nr 9 of 1999
- Unemployment Insurance Act, Nr 63 of 2001

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

**6. DOCUMENTS / INFORMATION HELD BY MARK-ANTHONY BEYL ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)**

Mark-Anthony Beyl Attorneys holds information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of Mark-Anthony Beyl 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
- Mark-Anthony Beyl Attorney 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 relation 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 Mark-Anthony Beyl Attorneys is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

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

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

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- 8.1. This manual is available for inspection at the offices of Mark-Anthony Beyl Attorneys, free of charge.
- 8.2. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Mark-Anthony Beyl Attorneys.
- 8.3. The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and ABC (give website address) 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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations")



**TELEPHONE  
E-MAIL AND  
FACSIMILE :**

**CARE OF MOODIE & ROBERTSON  
AS SET OUT ABOVE**

- 2 THE SECTION 10 GUIDE ON HOW TO USE THE ACT  
THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ("SAHRC") BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484-8300.
- 3 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION
  - 1 INCOME TAX ACT NO 95 OF 1967
  - 2 CLOSE CORPORATIONS ACT, NO 69 OF 1984
- 4 A ACCESS TO INFORMATION BY THE CORPORATION (SECT 51(1))  
THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF SECTION 52 OF THE ACT.  
ANY ADVERTISING MATERIAL WHICH DISPLAYS THE PROPERTY TO BE LET.  
  
B RECORDS THAT MAY BE REQUESTED  
THE FOLLOWING RECORDS CAN BE REQUESTED FOLLOWING THE PROCEDURE AS SET OUT IN POINT C.
  - 1 ACCOUNTING RECORDS
  - 2 STATUTORY RETURNS
  - 3 ADMINISTRATION RECORDS
  - 4 TITLE DEEDS  
C THE REQUEST PROCEDURE
  - 1 THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS REQUEST MUST BE MADE TO THE HEAD (A.G. COLLINS) CARE OF MOODIE & ROBERTSON AT THE FAX NUMBER OR E-MAIL ADDRESS OF THAT FIRM AS SET OUT ABOVE.
  - 2 THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE HEAD TO IDENTIFY THE RECORD AND THE REQUESTER. THE REQUESTER SHOULD INDICATE WHICH FORM OF ACCESS IS REQUIRED. THE REQUESTER SHOULD ALSO STATE BY WHAT MEANS INFORMATION IS TO BE CONVEYED TO THE REQUESTER AND PROVIDE THE NECESSARY PARTICULARS FOR THIS PURPOSE.

- 3 THE REQUESTER MUST IDENTIFY THE RIGHT THAT IS SOUGHT TO BE EXERCISED OR TO BE PROTECTED AND PROVIDE AN EXPLANATION AS TO WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THAT RIGHT.
- 4 IF A REQUEST IS MADE ON BEHALF OF ANOTHER PERSON, THE REQUESTER MUST SUBMIT PROOF TO THE SATISFACTION OF THE HEAD OF THE CAPACITY IN WHICH THE REQUESTER IS MAKING THE REQUEST .

**D FEES**

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

- a THE HEAD WILL NOTIFY THE REQUESTER OF THE PRESCRIBED FEE TO BE PAID (IF ANY) BEFORE PROCESSING THE REQUEST FURTHER.
- b THE FEE THAT THE REQUESTER MUST PAY IS R50. THE CORPORATION IS NOT REGISTERED FOR VAT. THE REQUESTER MAY LODGE AN APPLICATION TO A COURT HAVING JURISDICTION AGAINST THE PAYMENT OF THE REQUEST FEE.
- c AFTER THE HEAD HAD MADE A DECISION ON THE REQUEST, THE REQUESTER WILL BE NOTIFIED IN THE REQUIRED FORM.
- d IF THE REQUEST IS GRANTED, A FURTHER ACCESS FEE MUST BE PAID FOR THE SEARCH, REPRODUCTION AND PREPARATION OF THE RECORD AND FOR ANY TIME THAT HAS EXCEEDED THE PRESCRIBED HOURS IN SEARCHING FOR AND PREPARING THE REQUESTED RECORD.

- 5 OTHER INFORMATION AS MAY BE PRESCRIBED  
THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

- 6 AVAILABILITY OF THE MANUAL  
THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF MOODIE & ROBERTSON, FREE OF CHARGE.  
COPIES OF THE MANUAL ARE AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

**7 PRESCRIBED FEES**

	<b>AMOUNT</b>
<b>A REQUEST FEE</b>	<b>50,00</b>
<b>B REPRODUCTION FEES</b>	
<b>a PHOTOCOPIES PER A4 OR PART THEREOF</b>	<b>1,10</b>
<b>b PRINTED COPIES @ A4 OR PART ON COMPUTER</b>	<b>0,75</b>
<b>c COPY IN COMPUTER READABLE FORM</b>	
1) STIFFY DISC	7,50
2) COMPACT DISC	70,00
<b>C ACCESS FEES</b>	
<b>a PHOTOCOPIES PER A4 OR PART THEREOF</b>	<b>1,10</b>
<b>b PRINTED COPIES @ A4 OR PART ON COMPUTER</b>	<b>0,75</b>
<b>c COPY IN COMPUTER READABLE FORM</b>	
1) STIFFY DISC	7,50
2) COMPACT DISC	70,00
<b>D TO SEARCH AND PREPARE THE RECORD FOR DISCLOSURE, FOR EACH HOUR OR PART OF AN HOUR REASONABLY REQUIRED FOR SUCH SEARCH AND PREPARATION</b>	<b>30,00</b>
<b>E POSTAGE</b>	

THE ACTUAL COST OF THE POSTAGE WILL BE PAYABLE BY THE REQUESTER IF A COPY OF THE RECORD IS TO BE POSTED.

**F LINKS FOR FEES**

THE FOLLOWING WEBSITES CAN BE ACCESSED TO OBTAIN OR CONFIRM THE FEES :

- |   |  |   |
|---|--|---|
| 1 | <a href="http://www.sahrc.org.za">www.sahrc.org.za</a> | SAHRC WEBSITE   |
| 2 | <a href="http://www.doj.gov.za">www.doj.gov.za</a>     | DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT. |

**8 PRESCRIBED FORMS**

COPIES OF THE FORMS ARE ATTACHED AS AN ADDENDUM TO THE MANUAL

COPIES OF THE FORMS ARE AVAILABLE AT THE OFFICES OF MOODIE & ROBERTSON

**9 GUIDELINES**

THE GUIDELINES AS LAID OUT BY THE SAHRC FOR THE COMPILATION OF THE MANUAL WERE USED IN PREPARATION OF THE MANUAL.



PHILLIP BARNARD ATTORNEYS  
1019 SCHOEMAN STREET, HATFIELD, PRETORIA  
PO BOX 40608, ARCADIA, PRETORIA, 007

TEL: 012 342 0251  
FAX: 012 430 4025

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

**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 PHILLIP BARNARD ATTORNEYS as contemplated in terms of the Act.

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

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

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 ABC from time to time;

"PBA" shall mean PHILLIP BARNARD ATTORNEYS, structured as a partnership/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" The senior partner of PBA has been appointed as the Information Officer of PBA, 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:	PBA Attorneys	Telephone: 012-342 0251
Partner and appointed Information Officer:	Mr Barnard	Fax: 012-430 4025
Address:	1019 Schoeman street, Hatfield, Pretoria	E-mail: pbatny@mweb.co.za
Postal address:	PO Box 40608, Arcadia, Pretoria, 0007	

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

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

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

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

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

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1952 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- Attorneys Act, Nr. 63 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

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

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

PBA holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of PBA
- 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
- PBA Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies

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 PBA 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.

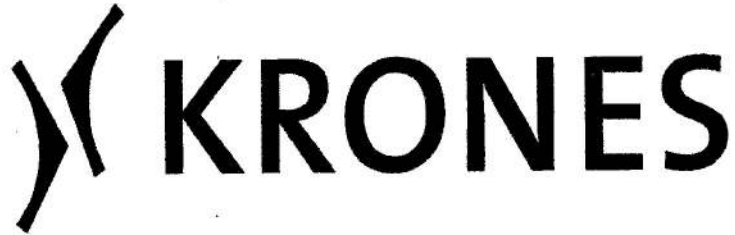
**8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)**

8.1 This manual is available for inspection at the offices of PBA, free of charge.

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

8.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette.

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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.dcj.gov.za](http://www.dcj.gov.za)) (under "regulations").



**KRONES SOUTHERN AFRICA (PTY) LTD**

Unit 35  
APD Industrial Park  
Elsecar Road  
Kya Sand

Private Bag X42  
Bryanston  
2021

Tel: (011) 708 1733  
Fax: (011) 708 2163

**Manual**  
prepared in accordance with the provisions of  
**The Promotion of Access to Information Act**  
Act No. 2 of 2000  
("the Act")

Version 1.0  
© Krones SA 2003

**Krones Southern Africa (Pty) Ltd**  
**Manual to the Promotion of Access to Information Act 2 of 2000**

## **Introduction**

The Promotion of Access to Information Act No 2 of 2000 was enacted to give effect to the constitutional right of access to any information held by any person, which information is required to exercise or protect any right of any such person and to provide for matters connected therewith.

This manual, which may be amended and updated from time to time as the need arises, intends to establish the necessary procedure to be followed when requesting information from **Krones Southern Africa (Pty) Ltd**, herein after referred to as "KSA", in terms of the provisions of the Act.

## **Part 1: Company and Contact Details**

Name of Company:	Krones Southern Africa (Pty) Ltd
Nature of Business:	Supply, Erection, Installation and Maintenance of Packaging Equipment
Head:	Stephan W. Schmelzer (CEO)
Postal Address:	Private Bag X42 Bryanston 2021
Physical Address:	Unit 35, APD Industrial Park Elsecar Road Kya Sand
Telephone:	011 708-1733
Fax:	011 708-2163
E-mail Address:	mail@krones.co.za

## **Part 2: Guide to the Manual and its Access.**

Section 10 of the Act provides that the Human Rights Commission compile and provide a guide for the use of the Act. A copy thereof may be obtained from the CEO of the South African Human Rights Commission at:

Johannesburg:	Private Bag 2700, Houghton, 2041 Tel: 011 484 8300 Fax: 011 484 1360
Bloemfontein:	PO Box 4245, Bloemfontein, 9300 Tel: 051 447 1130

**Krones Southern Africa (Pty) Ltd**  
**Manual to the Promotion of Access to Information Act 2 of 2000**

Fax: 051 447 1128

**Port Elizabeth:** PO Box 1854, Port Elizabeth, 6001  
 Tel: 041 582 2611  
 Fax: 041 582 2204

**Polokwane:** PO Box 55796, Polokwane, 0700  
 Tel: 015 291 3500  
 Fax: 015 291 3505

**Durban:** PO Box 1456, Durban, 4000  
 Tel/Fax: 031 304 7323/4/5

**Cape Town:** PO Box 3563, Cape Town, 8000  
 Tel: 021 426 2277  
 Fax: 021 426 2875

## **Part 3: Records Held by the Company**

### **Company Record Classification Key**

<u>Classification No</u>	<u>Access</u>	<u>Classification</u>
1	May be disclosed	Public Access Document
2	May be disclosed	Subject to Copyright
3	Limited disclosure	Personal information relating to the person of the requester of information only
4	May not be disclosed	Unreasonable disclosure of personal information
5	May not be disclosed	Request after commencement of criminal proceedings
6	May not be disclosed	Constitutes breach duty of confidence owed to a third party
7	May not be disclosed	Could harm the commercial or financial interests of third party
8	May not be disclosed	Could harm the company or third party in contract or other negotiations
9	May not be disclosed	Could compromise the safety of individuals or protection of property
10	May not be disclosed	Legally privileged document
11	May not be disclosed	Commercial information of company
12	May not be disclosed	Could prejudice research and development information of the company or third party

**Krones Southern Africa (Pty) Ltd**  
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### Company Records

<u>Area</u>	<u>Subject</u>	<u>Classification</u>
Communication	General Product Information	2
	Media Releases	1
	Promotion of Access to Information Act Manual	2
Human Resource	Staff Records	3, 4, 9
	Employment Contracts	3, 4, 10
	Policies and Procedures	3, 11
Financial Records	Information Pertaining to Provident Fund	3
	Information Pertaining to Medical Aid	3
	Financial Statements	11
	Financial and Tax Records (Company & Employee)	11
	Management Accounts	11
	Operational Financial Records	11
Legal Records	Asset Register	11
	Statutory Records (where applicable)	11
	Records kept in Terms of Company Laws of RSA	11
	Agreements and Contracts	6, 7, 8, 10, 11
	Policy & Procedures	3, 11
Operational Records	Time Records	3, 11
	Project Progress Records	6, 11
	Drawings and Lay-Outs	6, 11
	Sales Records	6, 11
Service	Customer Details	6, 7, 11
	Tender documents and conditions	6, 11
	Internal Communication Records	3, 11
	Supplier Records	6, 7, 8, 11
	Maintenance Records	3, 11
	Technical Audit Records	3, 11

### Part 4: Access to Records Held by the Company

To facilitate the processing of a request, the requester must:-

- Use the prescribed form attached to this manual;

**Krones Southern Africa (Pty) Ltd**  
**Manual to the Promotion of Access to Information Act 2 of 2000**

- Address the request to the authorised person supplied within this manual, and fax or e-mail the request form as per provided details;
- Provide sufficient particulars to enable the head of the organization to identify
  - the record/s requested; and
  - the requester;
- Indicate which form of access is required;
- Specify a postal address or fax number of the requester;
- Identify the right the requester 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 requester, in addition to a written reply, wish to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- If the request is made on behalf of a person, submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the organization.

## **Part 5: Prescribed Fees**

On request of access to information, the head, or duly authorized person, will by notice require the requester, other than a personal requester, to pay the prescribed fee as set out below (as suggested by the Dept. of Justice), before processing the request.

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 authorized person shall notify the requester to pay as a deposit the prescribed portion of the access fee.

A requester, whose request for access 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 arrangement to make it available in the request form.

If a deposit has been paid in respect of a request for access, which is refused, the deposit will be repaid to the requester.

### **Prescribed Fees**

The fee for a copy of the manual for every photocopy of an A4-size page or part thereof.		R1,10
Fees for reproduction	Photocopy of A4-size page or part thereof	R1,10
	Printed copy of A4-size page or part thereof	R0,75



**Krönes Southern Africa (Pty) Ltd**  
**Manual to the Promotion of Access to Information Act 2 of 2000**

	For a copy in PC format	
	o Stiffy Disc	R7,50
	o Compact Disc	R70,00
	For a transcription of visual images, A4-size page	R40,00
	For a copy of visual images	R60,00
	For a transcription of audio record, A4-size page	R20,00
	For a copy of an audio record	R30,00
	The request fee payable by a requester, other than a personal requester	R50,00

Access fees payable by a requester	Photocopy of A4-size page or part thereof	R1,10
	Printed copy of A4-size page or part thereof	R0,75
	For a copy in PC format	
	o Stiffy Disc	R7,50
	o Compact Disc	R70,00
	For a transcription of visual images, A4-size page	R40,00
	For a copy of visual images	R60,00
	For a transcription of audio record, A4-size page	R20,00
	For a copy of an audio record	R30,00
	To search for and prepare a record for disclosure, for each hour or part of an hour reasonable required for such search and preparation.	R30,00
Six hours is to be exceeded before a deposit is payable, and one third of the access fee is payable as a deposit by the requester.		
The actual postage is payable when a copy of a record must be posted to a requester.		

\*All fees exclude VAT

## Availability of the Manual

- This manual is available for inspection at the offices of Krönes Southern Africa (Pty) Ltd, free of charge;
- Copies of the manual may be obtained by request at the prescribed fees from Krönes Southern Africa (Pty) Ltd; or the South Africa Human Rights Commission.
- The manual will also be published in the Government Gazette.

Krones Southern Africa (Pty) Ltd  
Manual to the Promotion of Access to Information Act 2 of 2000

## REQUEST FORM 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

Authorised Person: Wulf J. Sedlmeier

Postal Address: Private Bag X42  
Bryanston  
2021

Physical Address: Unit 35, APD Industrial Park  
Elsecar Road  
Kya Sand

Telephone: 011 708-1733

Fax: 011 708-2163

E-mail Address: [wulf@krones.co.za](mailto:wulf@krones.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:

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**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:

**Krones Southern Africa (Pty) Ltd**  
**Manual to the Promotion of Access to Information Act 2 of 2000**

**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.

<b>1. If the record is in written or printed form:</b>			
	copy of record*		Inspection of record
<b>2. If record consists of visual images:</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images		copy of the images*      transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	listen to the soundtrack		transcription of soundtrack*
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	printer copy of record*		printed copy of information derived from record*      copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do wish the copy or transcription to be posted to you? Postage is payable.			YES      NO

**Krones Southern Africa (Pty) Ltd**  
**Manual to the Promotion of Access to Information Act 2 of 2000**

**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

**DR LUSTELLE STEENKAMP INCORPORATED REGISTRATION NUMBER 2001/005823/21 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002**

**1. INTRODUCTION**

**1.1 PURPOSE OF THE ACT** RECOGNISING *inter alia* THAT: \* Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and \* Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone when that information is required for the exercise or protection of any rights AND IN ORDER TO- \* foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information \* actively promote a society in which the people of South Africa have effective access to information the Promotion of Access to Information Act, 2 of 2002 ("the Act") was enacted to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

**1.2 MAIN BUSINESS OF DR LUSTELLE STEENKAMP INCORPORATED** DR LUSTELLE STEENKAMP INCORPORATED is a incorporated company with main business that of a dental surgeon, which is governed by *inter alia* the Medical & Dental Board.

**2. DEFINITIONS** The following words will bear the following meaning in this manual: "*the Act*" The Promotion of Access to Information Act, No 2 of 2002 "*working days*" Means any day other than a Saturday, Sunday or Public Holiday "*head*" The Office Manager of Dr Lustelle Steenkamp Inc who, for purposes of the Act is acting as head of the Company "*Personal Requester*" means a requester who is seeking access to a record containing personal information about that requester "*Requester*" means any person making a request for access to a record "*Third Party*" means any other person than the requester

**PART 1 SECTION 51(1)(a) OF THE ACT 3. CONTACT DETAILS:** HEAD: DR L STEENKAMP Postal address: DR LUSTELLE STEENKAMP INC P.O Box 31761 Totiusdal 0134 Physical address: DR LUSTELLE STEENKAMP INC Shop 62, Waverley Plaza 1116 Hertzog Street Villieria 0186 Tel: 012-332 0410 Fax: 012-332 0409 E-Mail: Not Applicable

**PART 2 SECTION 51(1)(b) OF THE ACT 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT** Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION PAIA Unit The Research and Documentation Department Private Bag X2700, Houghton, 2041 Tel: 011-484 8300 Fax: 011-484 1360 Website: [www.sahrc.org.za](http://www.sahrc.org.za) E-mail address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**PART 3 SECTION 51(1)(c) OF THE ACT 5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2) NONE PUBLISHED**

**PART 4 SECTION 51(1)(d)&(e) 6. RECORDS** Dr Lustelle Steenkamp Inc. holds records on the following subjects and categories:

**6.1 PERSONNEL RECORDS** 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.3 Employment agreements and conditions of employment 6.1.4. Disciplinary and evaluation records 6.1.5 Correspondence relating to personnel 6.1.6 Training material 6.1.7 Requests for leave 6.1.8 Absence record 6.1.9 Personnel file 6.2 CLIENT/PATIENT RECORDS 6.2.1 Records provided by a client/patient 6.2.2 Records provided by a client/patient to a third party acting on behalf of Dr Lustelle Steenkamp Inc 6.2.3 Records generated by or within Dr Lustelle Steenkamp Inc 6.3 GENERAL 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 Data base 6.3.5 Marketing Records 6.3.6 Governing Body Records 6.3.7 Internal Correspondence 6.3.8 External Correspondence All information requested shall only be made available subject to the provisions of the Act and subject to Doctor-Patient Privilege.

**PART 5 7. MANNER OF ACCESS** The Requester must use the prescribed form to make the request. No request, other than a personal request, will be processed without payment of the prescribed request fee. If a request is granted an access fee must be paid. The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request has been approved or denied.

**PART 6 8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS.** In terms of Sections 62 to 69 of the Act access to a record may be refused on one or more of the following grounds: 8.1 Mandatory protection of the privacy of a third party who is a natural person 8.2 Mandatory protection of the commercial information of a third party 8.3 Mandatory protection of certain confidential information of a third party 8.4 Mandatory protection of the safety of individuals and the protection of property 8.5 Mandatory protection of records privileged from production in legal proceedings 8.6 The commercial information of Dr Lustelle Steenkamp Inc 8.7 Mandatory protection of research information of a third party Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

**PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF DR LUSTELLE STEENKAMP INCORPORATED** A requester that is dissatisfied with the decision of the Head of Dr Lustelle Steenkamp Inc., may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

**PART 8 10. AVAILABILITY OF THIS MANUAL** This manual is available for inspection at the offices of Dr Lustelle Steenkamp Inc free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of Dr Lustelle Steenkamp Inc. The manual can also be accessed on the website of The South African Human Rights Commission, at the offices of The Medical and Dental Board and will be published in the Government Gazette.



**STEDER ENGINEERING CC REGISTRATION NUMBER 1989/038812/23 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002**

**1. INTRODUCTION 1.1 PURPOSE OF THE ACT** RECOGNISING *inter alia* THAT: \* Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and \* Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone when that information is required for the exercise or protection of any rights AND IN ORDER TO- \* foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information \* actively promote a society in which the people of South Africa have effective access to information the Promotion of Access to Information Act, 2 of 2002 ('the Act') was enacted to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

**1.2 MAIN BUSINESS OF STEDER ENGINEERING CC**

Steder Engineering CC is a closed corporation with main business that of general engineering works.

**2. DEFINITIONS**

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

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The Manager of STEDER ENGINEERING CC who is acting as head of the Close Corporation "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

**PART 1 SECTION 51(1)(a) OF THE ACT 3. CONTACT DETAILS:**

HEAD: S G G BOTHA Postal address: STEDER ENGINEERING CC P. O Box 3311 Brits 0250 Physical address: STEDER ENGINEERING CC 9 Prins Street Brits Tel: 012-250 3029 Fax: 012-250 3029 E-Mail: Not Applicable

**PART 2 SECTION 51(1)(b) OF THE ACT 4. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to: *THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION* PAIA Unit The Research and Documentation Department Private Bag X2700, Houghton, 2041 Tel: 011-484 8300 Fax: 011-484 1360 Website: [www.sahrc.org.za](http://www.sahrc.org.za) E-mail address [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**PART 3 SECTION 51(1)(c) OF THE ACT 5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2) NONE PUBLISHED**

**PART 4 SECTION 51(1)(d)&(e) 6. RECORDS**

STEDER ENGINEERING CC. holds records on the following subjects and categories: 6.1 PERSONNEL RECORDS 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.2 Employment agreements and conditions of employment 6.1.3 Disciplinary and evaluation records 6.1.4 Correspondence relating to personnel 6.1.5 Training material 6.1.6 Requests for leave 6.1.7 Absence record 6.1.8 Personnel file 6.2 CLIENT RECORDS 6.2.1 Records provided by a client/customer 6.3 GENERAL 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 Data base 6.3.5 Marketing Records 6.3.6 Internal Correspondence 6.3.7 External Correspondence

**PART 5 7. MANNER OF ACCESS**

The Requester must use the prescribed form to make the request. No request, other than a personal request, will be processed without payment of the prescribed request fee. If a request is granted an access fee must be paid.

The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request has been approved or denied.

**PART 6 8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS.**

In terms of Sections 62 to 69 of the Act access to a record may be refused on one or more of the following grounds: 8.1 Mandatory protection of the privacy of a third party who is a natural person 8.2 Mandatory protection of the commercial information of a third party 8.3 Mandatory protection of certain confidential information of a third party 8.4 Mandatory protection of the safety of individuals and the protection of property 8.5 Mandatory protection of records privileged from production in legal proceedings 8.6 The commercial information of STEDER ENGINEERING CC 8.7 Mandatory protection of research information of a third party Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

**PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF STEDER ENGINEERING CC**

A requester that is dissatisfied with the decision of the Head of STEDER ENGINEERING CC., may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

**PART 8 10. AVAILABILITY OF THIS MANUAL**

This manual is available for inspection at the offices of STEDER ENGINEERING CC free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of STEDER ENGINEERING CC. The manual can also be accessed on the website of The South African Human Rights Commission and will be published in the Government Gazette.

# **HEUER'S, WHOLESALE NURSERY TRUST REGISTRATION NUMBER 5768/1996 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002**

**1. INTRODUCTION 1.1 PURPOSE OF THE ACT** *inter alia* THAT: \* Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and \* Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone **when that information is required for the exercise or protection of any rights** AND IN ORDER TO- \* foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information \* actively promote a society in which the people of South Africa have effective access to information the Promotion of Access to Information Act, 2 of 2002 ("the Act") was enacted to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

## **1.2 MAIN BUSINESS OF HEUER'S WHOLESALE NURSERY TRUST**

Heuer's Wholesale Nursery Trust is a business trust with main business activity that of operating a wholesale nursery and related activities.

## **2. DEFINITIONS**

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

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The trustee of Heuer's Wholesale Nursery Trust who is acting as head of the Trust "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

## **PART 1 SECTION 51(1)(a) OF THE ACT**

### **3. CONTACT DETAILS:**

**HEAD:** F G SEEWALD Postal address: Heuer's Wholesale Nursery Trust P. O Box 2924 Brits 0250 Physical address: Heuer's Wholesale Nursery Portion 284 (Ptn of Ptn 93) of the farm Zandfontein 447 Brits District Tel: 012-253 2097 Fax: 012-253 0199 E-Mail: [morfrank@iafrica.com](mailto:morfrank@iafrica.com)

## **PART 2 SECTION 51(1)(b) OF THE ACT**

### **4. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to: **THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION PAIA** Unit The Research and Documentation Department Private Bag X2700, Houghton, 2041 Tel: 011-484 8300 Fax: 011-484 1360 Website: [www.sahrc.org.za](http://www.sahrc.org.za) E-mail address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## **PART 3 SECTION 51(1)(c) OF THE ACT**

### **5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2) NONE PUBLISHED**

## **PART 4 SECTION 51(1)(d)&(e)**

### **6. RECORDS**

Heuer's Wholesale Nursery Trust holds records on the following subjects and categories: **6.1 PERSONNEL RECORDS** 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.3 Employment agreements and conditions of employment 6.1.4 Disciplinary and evaluation records 6.1.5 Correspondence relating to personnel 6.1.6 Requests for leave 6.1.7 Absence record 6.1.8 Personnel file **6.2 CLIENT/CUSTOMER RECORDS** 6.2.1 Records provided by a client/customer 6.2.2 Records generated by or within Heuer's Wholesale Nursery Trust **6.3 GENERAL** 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 Data base 6.3.5 Governing body records 6.3.6 Commercial Agreements

## **PART 5 7. MANNER OF ACCESS**

The Requester must use the prescribed form to make the request. No request, other than a personal request, will be processed without payment of the prescribed request fee. If a request is granted an access fee must be paid. The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request has been approved or denied.

## **PART 6 8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS.**

In terms of Sections 62 to 69 of the Act access to a record may be refused on one or more of the following grounds: 8.1 Mandatory protection of the privacy of a third party who is a natural person 8.2 Mandatory protection of the commercial information of a third party 8.3 Mandatory protection of certain confidential information of a third party 8.4 Mandatory protection of the safety of individuals and the protection of property 8.5 Mandatory protection of records privileged from production in legal proceedings 8.6 The commercial information of Heuer's Wholesale Nursery Trust 8.7 Mandatory protection of research information of a third party Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated.

## **PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF HEUER'S WHOLESALE NURSERY TRUST**

A requester that is dissatisfied with the decision of the Head of Heuer's Wholesale Nursery Trust, may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

## **PART 8 10. AVAILABILITY OF THIS MANUAL**

This manual is available for inspection at the offices of Heuer's Wholesale Nursery Trust free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of Heuer's Wholesale Nursery Trust. The manual can also be accessed on the website of The South African Human Rights Commission, at the offices of SA Nursery Association (SANA) and will be published in the Government Gazette.

# **RAMCO LUGVERSORGING CC REGISTRATION NUMBER 1992/033345/23 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002**

**1. INTRODUCTION** 1.1 PURPOSE OF THE ACT RECOGNISING *inter alia* THAT: \* Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and \* Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone **when that information is required for the exercise or protection of any rights AND IN ORDER TO-** \* foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information \* actively promote a society in which the people of South Africa have effective access to information the Promotion of Access to Information Act, 2 of 2002 ('the Act') was enacted to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

## **1.2 MAIN BUSINESS OF RAMCO LUGVERSORGING CC**

Ramco Lugversorging CC is a closed corporation with main business activity that of the selling and maintenance of air-conditioning units.

## **2. DEFINITIONS**

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

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The senior member of Ramco Lugversorging CC who is acting as head of the Close Corporation "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

## **PART 1 SECTION 51(1)(a) OF THE ACT**

### **3. CONTACT DETAILS:**

HEAD: S S FOUCHÉ Postal address Ramco Lugversorging CC P. O Box 1398 Hartbeespoort 0216 Physical address: Ramco Lugversorging CC 37 Church Street Brits Tel: 012-252 7051 Fax: 012-252 7051 E-Mail: Not Applicable

## **PART 2 SECTION 51(1)(b) OF THE ACT**

### **4. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to: *THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION* PAIA Unit The Research and Documentation Department Private Bag X2700, Houghton, 2041 Tel: 011-484 8300 Fax: 011-484 1360 Website: [www.sahrc.org.za](http://www.sahrc.org.za) E-mail address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## **PART 3 SECTION 51(1)(c) OF THE ACT**

### **5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2) NONE PUBLISHED**

## **PART 4 SECTION 51(1)(d)&(e)**

## **6. RECORDS**

Ramco Lugversorging CC holds records on the following subjects and categories: 6.1 **PERSONNEL RECORDS** 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.3 Employment agreements and conditions of employment 6.1.4 Disciplinary and evaluation records 6.1.5 Correspondence relating to personnel 6.1.6 Requests for leave 6.1.7 Absence record 6.1.8 Personnel file 6.2 **CLIENT/CUSTOMER RECORDS** 6.2.1 Records provided by a client/customer 6.2.2 Records generated by or within Ramco Lugversorging CC 6.3 **GENERAL** 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 External Correspondence 6.3.5 Commercial Agreements

## **PART 5 7. MANNER OF ACCESS**

The Requester must use the prescribed form to make the request. No request, other than a personal request, will be processed without payment of the prescribed request fee. If a request is granted an access fee must be paid. The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request has been approved or denied.

## **PART 6 8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS.**

In terms of Sections 62 to 69 of the Act access to a record may be refused on one or more of the following grounds: 8.1 Mandatory protection of the privacy of a third party who is a natural person 8.2 Mandatory protection of the commercial information of a third party 8.3 Mandatory protection of certain confidential information of a third party 8.4 Mandatory protection of the safety of individuals and the protection of property 8.5 Mandatory protection of records privileged from production in legal proceedings 8.6 The commercial information of Ramco Lugversorging CC 8.7 Mandatory protection of research information of a third party Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

## **PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF RAMCO LUGVERSORGING CC**

A requester that is dissatisfied with the decision of the Head of Ramco Lugversorging CC, may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

## **PART 8 10. AVAILABILITY OF THIS MANUAL**

This manual is available for inspection at the offices of Ramco Lugversorging CC free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of Ramco Lugversorging CC. The manual can also be accessed on the website of The South African Human Rights Commission and will be published in the Government Gazette.



# **T J RIEKERT BOERDERY MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002**

**1. INTRODUCTION PURPOSE OF THE ACT** RECOGNISING *inter alia* THAT: \* Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and \* Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone **when that information is required for the exercise or protection of any rights** AND IN ORDER TO- \* foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information \* actively promote a society in which the people of South Africa have effective access to information the Promotion of Access to Information Act, 2 of 2002 ('the Act') was enacted to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

## **1 MAIN BUSINESS OF T J RIEKERT BOERDERY**

T J Riekert is a sole proprietor who farms under the name and style of T J Riekert Boerdery.

## **2. DEFINITIONS**

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

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" T J Riekert "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

## **PART 1 SECTION 51(1)(a) OF THE ACT 3. CONTACT DETAILS:**

HEAD: T J RIEKERT Postal address: T J RIEKERT BOERDERY P. O Box 109 Beestekraal 0255 Physical address: T J RIEKERT BOERDERY The Farm Liefing Beestekraal District Brits Tel: 083 679 4462 Fax: Not Applicable E-Mail: Not Applicable

## **PART 2 SECTION 51(1)(b) OF THE ACT 4. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION PAIA Unit The Research and Documentation Department Private Bag X2700, Houghton, 2041 Tel: 011-484 8300 Fax: 011-484 1360 Website: [www.sahrc.org.za](http://www.sahrc.org.za) E-mail address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## **PART 3 SECTION 51(1)(c) OF THE ACT 5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2)**

NONE PUBLISHED

## **PART 4 SECTION 51(1)(d)&(e) 6. RECORDS**

T J RIEKERT BOERDERY holds records on the following subjects and categories: 6.1 PERSONNEL RECORDS 6.1.1 Personal records provided by employees 6.1.2 Employment agreements and conditions of employment 6.1.3 Disciplinary and evaluation records 6.1.4 Correspondence relating to personnel 6.1.5 Requests for leave 6.1.6 Absence record 6.1.7 Personnel file 6.2. GENERAL 6.2.1 Financial records 6.2.2 Insurance records 6.2.3 Asset Register 6.2.4 External Correspondence

## **PART 5 7. MANNER OF ACCESS**

The Requester must use the prescribed form to make the request. No request, other than a personal request, will be processed without payment of the prescribed request fee. If a request is granted an access fee must be paid. The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request has been approved or denied.

## **PART 6 8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS.**

In terms of Sections 62 to 69 of the Act access to a record may be refused on one or more of the following grounds: 8.1 Mandatory protection of the privacy of a third party who is a natural person 8.2 Mandatory protection of the commercial information of a third party 8.3 Mandatory protection of certain confidential information of a third party 8.4 Mandatory protection of the safety of individuals and the protection of property 8.5 Mandatory protection of records privileged from production in legal proceedings 8.6 The commercial information of T J Riekert Boerdery 8.7 Mandatory protection of research information of a third party Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

## **PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF T J RIEKERT BOERDERY**

A requester that is dissatisfied with the decision of the Head of T J RIEKERT BOERDERY, may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

## **PART 8 10. AVAILABILITY OF THIS MANUAL**

This manual is available for inspection at the offices of T J RIEKERT BOERDERY free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of T J RIEKERT BOERDERY. The manual can also be accessed on the website of The South African Human Rights Commission and will be published in the Government Gazette.

Promotion of Access to Information Manual  
Private Body

## EMILANN INVESTMENTS CLOSE CORPORATION

Registration No. 1997/000406/23

### INDEX

- A Corporation contact details
- B Guide on how to use the Act
- C Corporation information
- D Access to information of private body

### A Corporation contact details

#### Address

6 St Andrews Road  
Parktown  
2193

P O Box 61631  
Marshalltown  
2107

#### Contact details

Tel: (011) 274 2000

Fax: (011) 274 2001

(011) 642 6010

#### Information officer

Nicola Ann Blaine Elphick (Managing Member) who has delegated her powers to Jacques Sypkens (Accountant) whom for the purposes of this manual will be called the Information Officer.

[sypkensj@eason.co.za](mailto:sypkensj@eason.co.za)

### B Guide on how to use the Act

1. The guide will be available from the Human Rights Commission by no later than August 2003. Queries could be directed to:

The South African Human Rights Commission (SAHRC):  
Promotion of Access to Information Act (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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

2. Section 51(1) (c) is not applicable.
3. No notice in terms of Section 52(2) has been made.

**C. Corporation information**

- a) The granting of access to certain records in respect of categories listed below may be made available in terms of other Legislation.
- b) The granting of access to certain records requested by a requester does not automatically entitle that requester access thereto as certain grounds for refusal are available as set out in the PAIA.

**1. Incorporation documents**

May be made available in terms of the Close Corporation Act

**1.1 Founding Statements****2. Constitution of Corporation**

May be made available in terms of the Close Corporation Act

**2.1 Corporation statutory register****2.2 Register of members and accounting officer****3. Finance and taxation****3.1 Annual financial statements**

Certain records under section 3.2 may be made available in terms of the Income Tax Act unless disclosure is likely to cause harm to the commercial or financial interest of the Corporation

**3.2 Tax returns****4. General****4.1 General**



**D Access to information of private body**

1. The corporation does not have a website. However, the manual will be available at the corporation's address as stated in section A of this document. Also available from the SAHRC and the Government Gazette.
2. Request for Access of Information to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of the Regulations as published in the Government Gazette, attached. Request to be addressed to Information's Officer stated in section A of this document
3. The requester must identify the right that is sought to be exercised or to be protected and provide explanation of why the record is being requested.
4. Request on behalf of a 3<sup>rd</sup> party by a requester, must provide proof of capacity in which request is made.
5. Fees
  - 5.1 Fees for reproductions in terms of section 52(3) of the Act are as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.2 The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.3 The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.

Promotion of Access to Information Manual  
Private Body

## PRIVATE PREVIEW INVESTMENTS 7 (PROPRIETARY) LIMITED

Registration No. 2002/013767/07

### INDEX:

- A. Company contact details
- B. Guide on how to use the Act
- C. Company information
- D. Access to information of private body

### A. Company contact details

#### Address:

6 St Andrews Road  
Parktown  
2193

P O Box 61631  
Marshalltown  
2107

#### Contact details:

Tel: (011) 274 2000

Fax: (011) 274 2001

(011) 642 6010

#### Information officer:

Jacques Sypkens  
6 St Andrews Road  
Parktown  
2193

[sypkensj@eason.co.za](mailto:sypkensj@eason.co.za)

### B. Guide on how to use the Act

1. The guide will be available from the Human Rights Commission by no later than August 2003. Queries could be directed to:

The South African Human Rights Commission (SAHRC):  
Promotion of Access to Information Act (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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

2. Section 51(1) (c) is not applicable.
3. No notice in terms of Section 52(2) has been made.

**C. Company information**

- a) The granting of access to certain records in respect of categories listed below may be made available in terms of other Legislation.
- b) The granting of access to certain records requested by a requester does not automatically entitle that requester access thereto as certain grounds for refusal are available as set out in the PAIA.

**1. Incorporation documents**

May be made available in terms of the Companies Act

- 1.1 Memorandum of association
- 1.2 Articles of association

**2. Constitution of company**

Records under section 2.1, 2.2, & 2.3 may be made available in terms of the Companies Act

- 2.1 Company statutory register
- 2.2 Register of directors, officers and auditors
- 2.3 Share register
- 2.4 Minute book
- 2.5 Agreements

**3. Finance and taxation**

- 3.1 Annual financial statements

Certain records under section 3.2 may be made available in terms of the Income Tax Act unless disclosure is likely to cause harm to the commercial or financial interest of the company

- 3.2 Tax returns

**4. General**

- 4.1 General

**D Access to information of private body**

1. The company does not have a website. However, the manual will be available at the company's address as stated in section A of this document. Also available from the SAHRC and the Government Gazette.
2. Request for Access of Information to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of the Regulations as published in the Government Gazette, attached. Request to be addressed to Information's Officer stated in section A of this document
3. The requester must identify the right that is sought to be exercised or to be protected and provide explanation of why the record is being requested.
4. Request on behalf of a 3<sup>rd</sup> party by a requester, must provide proof of capacity in which request is made.
5. Fees
  - 5.1 Fees for reproductions in terms of section 52(3) of the Act are as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.2 The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
  - 5.3 The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.

**MÜLLER MOSTERT EN VENNOTE PROKUREURS****POTCHEFSTROOM****HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN  
ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT  
INLIGTING. NO. 2 VAN 2000**

INDEKS	BLADSY
1. Inleiding	1
2. Kontrakbesonderhede	2
3. Gids in terme van Artikel 10 van die Wet	2
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet	3
5. Inligting/dokumente beskikbaar ingevolge ander wetgewing	3
6. Inligting/dokumente gehou deur Müller Mostert en Vennote Prokureurs in terme van die Wet	4
7. Ander inligting	5
8. Besikbaarheid van die Handleiding	5

**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/dokument van Müller Mostert & Vennote Prokureurs versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Dawid Mostert 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 Müller Mostert & Vennote Prokureurs.

Woorde gebruik in die handleiding se betekenis is soos volg:

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

- "die handleiding" beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van Müller Mostert & Vennote Prokureurs;
- "Müller Mostert & Vennote" beteken Müller Mostert & Vennote Prokureurs, gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede/organisasies;
- "SAMK" beteken die Suid-Afrikaanse Mensregtekommissie;
- "Inligtingsbeampte" die senior vennoot van Müller Mostert & Vennote is aangewys as die Inligtingsbeampte van Müller Mostert & Vennote Prokureurs, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam:	Müller Mostert & Vennote Prokureurs
Vennoot & Inligtingsbeampte:	Dawid Mostert
Adres:	Die Forum H/v Mooirivierrylaan & Totiusstraat Potchefstroom
Posadres:	Posbus 208 Potchefstroom
Telefoon:	018 – 297 3841
Faks:	018 – 294 5683
E-pos:	con1@mulmos.co.za
Webblad:	Geen

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

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die



gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid  
Navorsing- en dokumentasieafdeling  
Privaatsak 2700  
HOUGHTON  
2041

Telefoon: +27 11 484 8300  
Faks: +27 11 484 0582/1360  
Webblad: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

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

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

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

Müller Mostert & Vennote Prokureurs hou inligting/dokumente ingevolg die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):-

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

- Skills Development Act, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

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

6. INLIGTING/DOKUMENTE GEHOU DEUR MÜLLER MOSTERT & VENNOTE PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Müller Mostert & Vennote Prokureurs hou inligting/dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Müller Mostert & Vennote Prokureurs
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidsontwikkeling
- Müller Mostert & Vennote Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Rëels en regulasies met betrekking tot die pensioenfonds
- Fakteure, leërs, kontrakte, vendurol en besonderhede van veilings by Ubique Afslaaers

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

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

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

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

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

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

**VAN VUUREN PROKUREURS, VANDERBIJLPARK, GAUTENG****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.	Kontrakbesonderhede
3.	Riglyn in terme van Artikel 10 van die Wet
4.	Kennisgewing(s) in terme van Artikel 52(2) van die Wet
5.	Inligting / dokumente beskikbaar ingevolge ander wetgewing
6.	Inligting / dokumente gehou deur Van Vuuren Prokureurs in terme van die Wet
7.	Ander inligting
8.	Beskikbaarheid van die Handleiding

**BLADSY**

1
2
2
3
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4
4

**1. INLEIDING**

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Van Vuuren Prokureurs versoek word in terme van die Wet. Die handeling kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word. 'n Versoeker kan Mnr van Vuuren 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 Van Vuuren Prokureurs. Woorde gebruik in die handleiding se betekenis is soos volg:

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

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

Naam van liggaam : VAN VUUREN PROKUREURS      Vennoot en inligtingsbeampte : MNR P L J VAN VUUREN  
 Adres : Rietbokgebou, Suite A, Generaal Hertzogstraat, Vanderbijlpark.      Posadres : Posbus 201, Vanderbijlpark, 1900  
 Telefoon : (016) 933-5555      Faks : (016) 933-5557      E-pos : Geen      Webblad : Geen

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

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

PAIA Eenheid  
 Navorsings-en dokumentasieafdeling  
 Privaatsak 2700  
 HOUGHTON  
 2041

Telefoon : +27 11 484 8300  
 Faks : +27 11 484 0582/1360  
 Webblad : [www.sahrc.org.za](http://www.sahrc.org.za)  
 E-pos : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

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

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

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

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

- |  |   |
|--|---|
| - Insolvensiewet, No.24 van 1936 (Artikels 134 en 155)                               | - Wet op Belasting op Toegevoegde Waarde, No 89 van 1991 (Art.65) |
| - Inkomstebelastingwet, No.258 van 1962 (Artikel 75)                                 | - Maatskappywet, No.61 van 1973                                   |
| - Die wet van Kopiereg, No.98 van 1978   | - Wet op Prokureurs, No.53 van 1979                               |
| - Wet op Streeksdiensterade, No.109 van 1985   | - Wet op Beroepsgesondheid en - veiligheid, No.85 van 1993        |
| - Wet op Arbeidsverhoudinge, No.66 van 1995  | - Wet op Pensioenfondse, No.24 van 1956                           |
| - Wet op Basiese Diensvoorwaardes, No.75 van 1997 (Artikel 31)                       | - Employment Equity Act No. 55 van 1998 (Artikel 26)              |
| - Skills Development Act, No.97 van 1998   | - Wet op Mediese Skemas, No.131 van 1998                          |
| - Skills Development Levies Act, No.9 van 1999                                       | - Werkloosheidsversekeringswet, No.63 van 2001                    |
| - Wet op Vergoeding vir Beroepsbesserings en - siektes, No.130 van 1983 (Artikel 97) |   |

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

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

VAN VUUREN PROKUREURS hou inligting / dokumente soos hierna aangedui:

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

Van Vuuren Prokureurs het ongelukkig nog nie 'n webblad nie. Enige en all inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalinge van die Wet. Geen inligting wat deur Van Vuuren Prokureurs gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalinge van die Wet nie. 'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Van Vuuren Prokureurs;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Van Vuuren prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK([www.sahrc.org.za](http://www.sahrc.org.za)) en sal ook gepubliseer word in die Staatskoerant.
- 8.4 Dit handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooi-estruktuur nie. Die vorms en fooi-estruktuur kan verkry word op die webblad van die SAMK ([www.sahrc.org.za](http://www.sahrc.org.za)) of die Departement van Justisie en Konstitusionele Ontwikkeling ([www.doi.gov.za](http://www.doi.gov.za)) (onder "regulations").

**PAIA SECTION 51 MANUAL FOR STATOMAX ENTERPRISES CC**

Prepared in terms of Section 51 of the Promotion of Access to Information Act. (PAIA - Act 2 of 2000)

**Introduction**

Statomax Enterprises trades as Statomax Consulting, whose core business is Strategic, Management, and Planning advice to SMME businesses on a consultancy basis.

**Contact details**

Statomax Enterprises cc, t/a Statomax Consulting

Postal address: - P.O. Box 74, Newlands, Pretoria. 0049

Street address: - 54 Selma avenue, Newlands, Pretoria.

Telephone/ Fax: - +27 12 361-7093

E-Mail address: - oerterm@mweb.co.za

**The section 10 Guide on how to use the Act**

The South African Human Rights Commission will publish the Section 10 Guide on how to use the Promotion of Access to Information Act by not later than August 2003. Please address any queries to:

The South African Human Rights Commission: PAIA Unit, 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

**Voluntary disclosures**

The company has no voluntary disclosures in terms of section 52(2) of the PAIA Act.

**Records available in accordance with other legislation**

Nil

**Records held by Statomax Enterprises**

Statomax Enterprises holds records in two categories, namely:

- |                         |                          |
|-------------------------|--------------------------|
| 1. General Business     | 2. Business client files |
| a. Advertising Brochure | a. Business Plans        |
| b. Strategic Plans      | b. Strategic Reports     |
| c. Budgets              |                          |
| d. Financial records    |                          |

**Availability of the manual**

This manual may also be examined at the Statomax Enterprises offices without cost. Copies have been submitted to the SAHRC, and have been published in the Government Gazette.

**Other Information as may be prescribed**

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

**Access to the company's records**

The request procedures are as follows:

**Form of request:**

Any person making a request for access to a record in terms of this act must use the prescribed form to make the request as per section 53 (1) of the Act.

The request must be made to the head of Statomax Enterprises at the address, fax number or electronic mail address above.

The person making the request must furnish the particulars on the request form as required in terms of section 53, subsection (2), parts (a), (b), (c), (d), and (e) of the Promotion of Access to Information Act.

**Fees:**

Any person making a request for access to a record, other than a person requesting access to a record containing personal information about that person, must pay the prescribed request fee as required in terms of section 54 of the PAI Act.



## **SECTION 51 MANUAL FOR BLOCK AND CHISEL CC CK2001/059972/23**

Prepared in terms of section 51 of The Promotion of Access to information Act 2 of 2000

### **INTRODUCTION TO BLOCK AND CHISEL CC CK2001/059972/23**

The Closed Corporation is a Retail and Manufacturing business of household furniture and other related items. Goods are purchased from local and overseas sources .

### **CONTACT DETAILS OF THE CLOSED CORPORATION**

BLOCK AND CHISEL 207 – 209 MAIN ROAD DIEP RIVER 7800

TELEPHONE : 021- 712 5193

FAX: 021-712 5196

Email – block.ch@mweb.co.za

### **CONTACT DETAILS OF MEMBERS'**

Mr. Sibley John Mcadam - Member

Plantation House, The Avenue, Silverhurst Estate, Constantia 7800

Tel: 021 794 2849

Mrs. Margaret Lynn Mcadam – Member

Plantation House , The Avenue, Silverhurst Estate, Constantia 7800

Tel: 021-794 2849

### **CONTACT DETAILS OF THE INFORMATION OFFICER**

Mrs Lynn Haigh - Company Accountant

Kruger House, Kruger Street, Franschhoek, Cape

P.O. Box 575 Paarden Eiland 7420

Telephone – (021) 8764242

Fax – (021) 876 4244

Email – lhacc@xsinet.co.za

### **SECTION 10 GUIDE**

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

The South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone - (011) 484 8300

Fax – (011) 484 0582

Website – [www.sahrc.org.za](http://www.sahrc.org.za)

Email – [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

Any records that are required to be made available in terms of the Company laws of South Africa. Any records kept in terms of legislation applicable to the business conducted by the Companies and Retail Industry in general.

**ACCESS TO THE RECORDS**

Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at 207-209 MAIN ROAD, DIEP RIVER 7800. Interested parties are requested to contact the Information Officer in order to make such an appointment (See contact details above).

**RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERM OF THE ACT**

Records covered under the Companies Act.

Please note that an appointment to view will still have to be made with the Information Officer although a formal application need not be submitted.

**RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT**

Employee Contracts

Supplier Contracts

Client Contracts and Client information

Lease Agreements

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

**THE REQUEST PROCEDURES****Form of Request**

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

To request a document in term of the Act, the request must use the prescribed form to make the request. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of the body concerned.

The requester must provide sufficient detail on the request form to enable the body concerned to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the body concerned.

- **AVAILABILITY OF THE MANUAL OF BLOCK AND CHISEL CC CK2001/059972/23**
- The manual is available for inspection at the offices of BLOCK AND CHISEL 207-209 MAIN, ROAD DIEP 7800 free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette.

**Manual for the  
Guest Accommodation Association (GAA)  
of George & District**

**In terms of the  
PROMOTION OF ACCESS TO INFORMATION ACT No 2 of 2000**

**Association & Contact Details**

**Name : Guest Accommodation Association (GAA) of George  
& District.**

**Head of the Assoc. : The Chairperson (Elected annually after the AGM)**

**Postal Address : P O Box 10625, GEORGE. 6530**

**Telephone Number : 044 8841577**

**Email Address : gaa@intekom.co.za**

**Information Officer : The Secretary**

**Records Available : Database of Members of the Association  
Minutes of the AGM and Committee Meetings**

**COLIN DU PREEZ  
ATTORNEY**

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

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5. Information/Documents available in terms of other legislation	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 COLIN DU PREEZ 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. Colin du Preez should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from him.

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 COLIN DU PREEZ from time to time.

“COLIN DU PREEZ” shall mean the firm COLIN DU PREEZ, Attorney, Notary Public and Conveyancer, structured as a sole proprietorship which renders legal services including legal advice and legal representation to individual clients and business organisations.

“SAHRC” shall mean the South African Human Rights Commission.

"Information Officer" shall mean Colin du Preez as the Information Officer of COLIN DU PREEZ, 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: COLIN DU PREEZ, Attorney, Notary Public and Conveyancer

Partner and appointed information officer: Mr. Colin du Preez

Address: 34 Webb Street,  
Brackenhurst,  
1448, ALBERTON.

Postal address: P. O. Box 145942,  
Bracken Gardens,  
1452.

Telephone: (011) 867-1922

Fax: (011) 867-1922

E-mail: [cdupre@mweb.co.za](mailto:cdupre@mweb.co.za)

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

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

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

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

Telephone: +27 11 484 8300  
Fax: +27 11 484 0582/1360  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto: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)

COLIN DU PREEZ 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)
- Income Tax Act No. 58 of 1962 (Section 75)
- Attorneys Act No. 53 of 1979

The above records, in so far as they are 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 COLIN DU PREEZ IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

COLIN DU PREEZ holds the documents / information listed herein below:

- Details relating to the operational commercial and financial interests of COLIN DU PREEZ
- 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 the present proprietor).
- Insurance policies

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 COLIN DU PREEZ 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 COLIN DU PREEZ, free of charge.
  - 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of COLIN DU PREEZ.
  - 8.3 The manual can also be accessed on the website of the SAHRC ([www.sahrc.org.za](http://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 the fees structure. The request forms and the fees structure can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under "regulations".
-

**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL  
For VIBRAKON cc**

**MANUAL for Vibrakon cc**

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

**Part 1 Company and Contact Details**

<b>Name of Company</b>	<b>VIBRAKON cc</b>
<b>Head of the Company</b>	<b>WA BREEDT</b>
<b>Postal Address</b>	<b>PO Box 10012 George 6530</b>
<b>Street Address</b>	<b>53 Erica Road George 6529</b>
<b>Telephone Number</b>	<b>044 873-6192</b>
<b>Telefax Number</b>	<b>044 873-0380</b>
<b>Email Address</b>	<b><u><a href="mailto:vibes@mweb.co.za">vibes@mweb.co.za</a></u></b>
<b>Information Officer</b>	<b>W.A. Breedt</b>

Public information on the company will be available on the company's web site [www.vibration.co.za](http://www.vibration.co.za).

## **PROMOTION OF ACCESS TO INFORMATION ACT MANUAL**

### **For VIBRAKON cc**

#### **Part 2 Guide to the Manual and its Access.**

The guide has not been published but is scheduled for August 2003.

#### **Part 3 Records.**

Availability of the following records will be determined upon receipt of request:

**1. Personnel Records**

- As provided by employees.
- Conditions of employment and employee-related contractual records.

**2. Records relating to Customers**

**3. Records relating to the following items:**

- Financial
- Operational
- Marketing
- Products

**4. Statutory records**

The relevant records are available if and where applicable:

- Atmospheric Pollution Prevention Act. No. 45 of 1965.
- Basic Conditions of Employment Act. No. 75 of 1997.
- Companies Act No.61 of 1973.
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.
- Competition Act. No. 89 of 1998.
- Employment Equity Act No.55 of 1998.
- Environment Conservation Act. No.73 of 1989.
- Health Act No. 63 of 1977.
- Intellectual Property Laws Amendment Act. No. 38 of 1997.
- Income Tax Act No. 58 of 1962.
- Labour Relations Act No. 66 of 1995 as amended.
- Merchandise Marks Act. No. 17 of 1941.
- National Environmental Management Act. No 107 of 1998.
- National Water Act. No. 36 of 1998.
- Occupational Health and Safety Act. No 85 of 1993.
- Patents Act. No. 57 of 1978.
- Pension Funds Act. No. 24 of 1956.

## **PROMOTION OF ACCESS TO INFORMATION ACT MANUAL For VIBRAKON cc**

- Promotion of Access to Information Act No. 2 of 2000.
- Skills Development Act. No. 97 of 1998.
- Skills Development Levies Act. No. 9 of 1999.
- Trade Marks Act. No. 194 of 1993.
- Unemployment Insurance Act. No. 36 of 2001.
- Usury Act. No. 81 of 1995.
- Value Added Tax Act No. 89 of 1991

### **Part 4 Information Request Procedures.**

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

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

### **Part 5. Manual Availability.**

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual will be available on the website of Vibrakon cc. Copies may also be obtained from the Information Officer of the company. In respect of hard copies' postage will be for the account of the requester.

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

INDEKS	BLADSY
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**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 Coetzee & van der Merwe versoek word in terme van die Wet.

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

'n Versoeker kan Mnr P.J. van der Merwe/ J.H.R. Venter 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 Coetzee & van der Merwe.

Woorde gebruik in die handleiding se betekenis is soos volg :-

"die Wet"	beteken die Wet op die Bevordering van Toegang tot inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van Coetzee & van der Merwe;
"Coetzee & van der Merwe"	beteken Coetzee & van der Merwe Prokureurs, gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede/ organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie;

"Inligtingsbeampte" die senior vennoot van Coetzee & van der Merwe is aangewys as die inligtingsbeampte van Coetzee & van der Merwe aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam : Coetzee & van der Merwe Prokureurs

Vennoot en inligtingsbeampte : Mnr P.J. van der Merwe/Mnr J.H.R. Venter

Adres : Krugerstraat 30A  
Wolmaranstad  
2630

Posadres : Posbus 12  
Wolmaransstad  
2630

Telefoon : (018) 5961056/7

Faks : (018) 5961056

E-pos : piet@vanvent.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg :

PAIA Eenheid  
Navorsing-en dokumentasieafdeling  
Privaatsak 2700  
HOUGHTON  
2041

Telefoon : +27 11 484 8300  
Faks : +27 11 484 0582/1360  
Webblad : [www.sahro.org.za](http://www.sahro.org.za)  
E-pos : [PAIA@sahro.org.za](mailto:PAIA@sahro.org.za)



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

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

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

Coetzee & van der Merwe hou inligting/dokumente ingevolge die volgende wetgewing :-

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

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

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

Coetzee & van der Merwe hou inligting / dokumente soos hierna aangedui :

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Coetzee & van der Merwe
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenoemde, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Salaris verslae

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

die Wet nie.

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

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

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

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

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Coetzee & van der Merwe;
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van Coetzee & van der Merwe, onderhewig aan betaling van die vooregekrewe fooi;
- 8.7 Toegang kan tot die handleiding bekom word op die webblad van die SAMK ([www.sahro.org.za](http://www.sahro.org.za)) en sal ook gepubliseer word in die Staatskoerant.
- 8.8 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK ([www.sahro.org.za](http://www.sahro.org.za)) of die Departement van Justisie en Konstitusionele Ontwikkeling ([www.doj.gov.za](http://www.doj.gov.za)) (onder "regulations").



**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT NO 2 OF 2000 ("the Act")  
IN RESPECT OF THE FOLLOWING ENTITIES:**

**KWV LIMITED  
KWV SOUTH AFRICA (PTY) LIMITED  
KWV INTERNATIONAL (PTY) LIMITED  
KWV INTELLECTUAL PROPERTIES (PTY) LIMITED  
KWV PROJECTS (PTY) LIMITED  
KWV FINANCE (PTY) LIMITED  
KWV INVESTMENTS LIMITED**

**1. INTRODUCTION TO THE KWV GROUP OF COMPANIES**

KWV produces a range of wines, ports, sherries, dessert wines, brandies and liqueurs. KWV also produces grape juice concentrate. KWV plays a key role in facilitating and developing viticultural and oenological research and training in the industry, through Winetech (the Wine Industry, Network of Expertise and Technology and the Institute for Wine Biotechnology) at the University of Stellenbosch, which was founded through KWV initiatives. KWV's activities are handled by a permanent staff of about 670.

**2. CONTACT PARTICULARS**

Group Company Secretary: Albert Eksteen  
Physical address: La Concorde, 57 Main Street, Paarl, 7646  
Postal address: PO Box 528, Suider-Paarl, 7624  
E-mail: [eksteena@kwv.co.za](mailto:eksteena@kwv.co.za)  
Phone number: 021 807 3078  
Fax number: 021- 8631061

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

A Guide setting out in each official language information about how a person should go about enforcing his/her rights in terms of the Act can be obtained from the Human Rights Commission (website: [www.sahrc.org.za](http://www.sahrc.org.za)) at the following addresses:

Johannesburg

The Human Rights Commission

Address: Private bag 2700, Houghton, 2041

Phone number: 011-4848300

Fax: 011-4841360

or

Cape Town

The Human Rights Commission

Address: PO Box 3563, Cape Town, 8000

Phone number: 021-4262277

Fax: 021-4262875

**4. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT**

Annual reports

Annual financial statements

Organisational structure

The following websites:

[www.kwvgroup.co.za](http://www.kwvgroup.co.za)

[www.kwv-international.com](http://www.kwv-international.com)

**5. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

Records are kept as required by the following legislation:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation of Occupational Injuries and Diseases Act 130 of 1993
- Customs and Excise Act 91 of 1964
- Employment Equity Act 55 of 1998
- Environment Conservation Act 73 of 1989
- Hazardous Substances Act 15 of 1973
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Liquor Act 27 of 1989
- Liquor Products Act 60 of 1989
- National Environmental Management Act 107 of 1998
- National Water Act 36 of 1999
- Pension Funds Act 24 of 1956
- Skills Development Levies Act 55 of 1998
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 58 of 1962

## 6. HOW TO REQUEST ACCESS TO A RECORD

Should you request information in terms of the Act, please complete the prescribed form in terms of the Act. The form is also available from our offices. Remember to:

- Indicate the type of access required.
- Specify a postal address or a fax number in South Africa, or an e-mail address.
- Identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose.
- Indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars.
- Provide proof of the capacity in which you are acting, if requesting access on behalf of another.

The prescribed form (except for those records listed above under 4) must be submitted to the Information Officer, Albert Eksteen, at the following address:

Physical address: La Concorde, 57 Main Street, Paarl, 7646

Postal address: PO Box 528, Suider-Paarl, 7624

E-mail: [eksteena@kwv.co.za](mailto:eksteena@kwv.co.za)

Fax number: 021- 8631061

The Act and Notice R187 lay down the applicable request fees or deposits payable in connection with a request for a record in terms of the Act.

KWV's Information Officer will gladly assist with the completion of the forms or any other queries relating to this manual or the Act.

Access to certain records may or must be denied under certain circumstances. Such grounds are:

- Privacy of third persons (mandatory refusal)
- Valuable commercial information of third party (mandatory refusal)
- Valuable commercial information of a private body (mandatory refusal)
- Confidential third party information (mandatory refusal)
- Safety of individuals and protection of property (mandatory/discretionary refusal)
- Privileged information (mandatory refusal)
- Research information (mandatory/discretionary refusal)

A requester who is dissatisfied with the Information Officer's decision to grant a request for information, can in terms of the Act apply to a competent Court for relief.

**7. DESCRIPTION OF SUBJECTS ON WHICH RECORDS ARE HELD**

- **Company Records**
  - Financial Records
  - Operational Records
  - Information Technology
  - Marketing Records
  - Production Records
  - Product Records
  - Quality Records
  - Internal policies and procedures
  - External Correspondence
  - Securities and Equities
  - Contract Register
  - Taxation Information
  - Media Releases
  - Health and Safety Records
  - Trade Mark Register
  - Group Structure
- **Personnel Records**
  - Employment contracts
  - Internal evaluation records
  - Leave records
  - Training records
  - Taxation records
- **Client Records**
  - Contracts with Clients
  - Correspondence
  - Client Database
- **Supplier, Service Provider and Contractor Records**
  - Contracts with Suppliers and Contractors
  - Correspondence
  - Supplier Database

**8. AVAILABILITY OF MANUAL**

This Manual is available :

- on the following website: [www.kwvgroup.co.za](http://www.kwvgroup.co.za); and
- at the South African Human Rights Commission



**Ziton (Pty) Ltd**  
**(Registration Number: 2000/007939/07)**

**The Manual**

This Manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act 2 / 2000.

**Ziton (Pty) Ltd**

<b>Business Name</b>	:	Ziton (Proprietary) Limited
<b>Registered Office</b>	:	555 Voortrekker Road, Maitland, Cape Town, 7405
<b>Postal Address</b>	:	P O Box 4965, Cape Town 8000
<b>Directors</b>	:	Dr D E Glass (Managing), A. Cross (USA), O E Erkan (USA), C J Kearney (USA), M J Kelley (USA), P J O'Leary (USA), J B Twombly (USA), B R Veale (Canada)
<b>Contact Person</b>	:	Mr G Vickery
<b>Tel. No. of Contact Person</b>	:	(021) 506 6000
<b>Fax No. of Contact Person</b>	:	(021) 506 6100

**Divisions of Ziton (Pty) Ltd**

<b>Business Name</b>	:	D B Thermal
<b>Registered Office</b>	:	Willow Place, Momentum Park, 140 Western Service Road, Woodmead Ext.
<b>Postal Address</b>	:	P O Box 1914, Kelvin, 2054, South Africa
<b>Directors</b>	:	Dr D E Glass, U Kossack (Joint Managing)
<b>Contact Person</b>	:	Mr U Kossack
<b>Tel. No. of Contact Person</b>	:	(011) 236-6300
<b>Fax No. of Contact Person</b>	:	(011) 236-6429

<b>Business Name</b>	:	Lightnin Africa
<b>Registered Office</b>	:	5 Neutron Street, Linbro Park, Gauteng
<b>Postal Address</b>	:	P O Box 4, Linbro Park, 2065, Gauteng
<b>Directors</b>	:	Dr D E Glass, P Hof (Joint Managing)
<b>Contact Person</b>	:	Mr P Hof
<b>Tel. No. of Contact Person</b>	:	(011) 608-0477
<b>Fax No. of Contact Person</b>	:	(011) 608-0504

**Reference to the guide referred to in Section 10 of the Act**

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

Alternatively call the **Human Rights Advice Line** on : 086-012-0120.

**Section 51(1)(c)**

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

**Section 51(1)(d)**

In the normal course of business, Ziton maintains records in accordance with the requirements of any relevant legislation, which include but are not limited to the:

- a) Basic Conditions of Employment Act No. 75 of 1997.
- b) Companies Act No. 61 of 1973
- c) Compensation of Occupational Injuries and Diseases Act No. 130 of 1993.
- d) Customs and Excise Act No. 91 of 1964.
- e) Employment Equity Act No. 55 of 1998.
- f) Income Tax Act No. 58 of 1962.
- g) Labour Relations Act No. 66 of 1995.
- h) Occupational Health & Safety Act No. 85 of 1993.
- i) Patents Act No. 57 of 1978.
- j) Promotion of Access to Information Act No. 2 of 2000.
- k) Skills Development Levies Act No. 89 of 1991.
- l) Value-Added Tax Act No. 89 of 1991.
- m) Unemployment Insurance Act No. 30 of 1966.

**Section 51(1)(e)**

- a) **Employment Contracts:** Availability to be determined upon receipt of request.
- b) **Trade Secrets:** Availability to be determined upon receipt of request.
- c) **Domain Name Registrations:** Availability to be determined upon receipt of request.
- d) **Tradename Registrations:** Availability to be determined upon receipt of request.
- e) **Trademark Registrations:** Availability to be determined upon receipt of request.
- f) **Agreements With Suppliers:** Availability to be determined upon receipt of request.
- g) **Corporate Sales Agreements:** Availability to be determined upon receipt of request.
- h) **Website Information:** Freely available at <http://www.ziton.com>

**Section 51(1)(f)****Fees in Respect of Request for Information****Fees in Respect of Private Bodies**

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

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

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

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

**Form for Application of Information**

Request for access to record of private body

Refer to the SAHRC website for forms to request information.

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000: LUCIANA RIVER ESTATE (PTY) LTD  
(REGISTRATION NUMBER: 2000/003172/07)**

**1. Contact details**

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

**2. Guide in terms of Section 10 of the Act**

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

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

- 3.1. Companies Act No 61 of 1973;
- 3.2. Income Tax Act, No 58 of 1962;

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

Company documentation: Availability to be determined upon receipt of request;

**5. For prescribed fees and forms see [www.sahrc.org.za](http://www.sahrc.org.za)**

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000: LUCIANA SHARE BLOCK LTD (REGISTRATION  
NUMBER 90/07/157/06)**

**1. Contact details**

- 1.1. **Postal :** P O Box 772, Vanderbijlpark, 1900
- 1.2. **Street address:** Farm Luciana 453, District Parys
- 1.3. **Phone:** (016) 983-0020
- 1.4. **Fax numbers:** (016) 983-0020
- 1.5. **Contact Person:** D Van Eyk (Tel: (016) 983-0020; Fax: (016) 983-0020)

**2. Guide in terms of Section 10 of the Act**

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

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

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

- 3.6. Unemployment Equity Act, No 55 of 1998;
- 3.7. Compensation for Occupational Injuries and Disease Act No, 130 of 1993;
- 3.8. Occupational Health and Safety Act, No 85 of 1993;
- 3.9. , Skills Development Act, No 97 of 1998;
- 3.10. Labour Relations Act, No 66 of 1995;
- 3.11. Regional Services Councils Act, No 109 of 1985.

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

- 4.1. Employment contracts: Availability to be determined upon receipt of request;
  - 4.2. Use Agreements: Availability to be determined upon receipt of request;
  - 4.3. Management Regulations: Availability to be determined upon receipt of request;
  - 4.4. Company documentation: Availability to be determined upon receipt of request;
  - 4.5. Agreements with suppliers: Availability to be determined upon receipt of request;
  - 4.6. Data base of members: Availability to be determined upon receipt of request;
- 5. For prescribed fees and forms see [www.sahrc.org.za](http://www.sahrc.org.za)**



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

**SECTION 51 MANUAL**

**THE ROLAND MAX BURLE TESTAMENTARY TRUST**

(Registration Number 3468/93)  
also known as *The RM Burle Trust*

**Overview**

**The RM Burle Trust** is a Testamentary 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 RM Burle Trust

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

1<sup>st</sup> 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](mailto: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](mailto: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 RM Burle 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 RM Burle 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 RM Burle Trust.

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

# Accessing Our Company Information

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TONGAAT-HULETT SUGAR LIMITED

© Tongaat-Hulett Sugar Limited  
June 2002

309 Umhlanga Rocks Drive, La Lucia Ridge, Durban  
website : [www.hulett.co.za](http://www.hulett.co.za)  
Tel: 031 560 1400 • Fax: 031 566 1766

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## Section

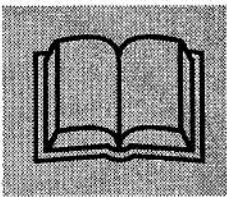
## 1

## Preamble

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<sup>1</sup>Act 2 of 2000

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**T**he Promotion of Access to Information Act<sup>1</sup> came into operation on 23 November 2001. Section 51 of this Act requires that a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from the private body when any rights of the individual need to be exercised or protected.

We, as a company, have compiled this manual - not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that the people of South Africa have effective access to information to enable them to more fully exercise and protect their rights.

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

Section

2

## Details of the Private Body

**Full Name of Company** Tongaat-Hulett Sugar Limited

(Registration No. 1965/000565/06)

**Registered Address** 309 Umhlanga Rocks Drive  
La Lucia Ridge  
Durban  
Kwa-Zulu Natal

**Postal Address** Private Bag 3  
Glenashley  
4022

**Telephone Number** 031 560 1400

**Fax Number** 031 566 1766

**Website Address** [www.hulett.co.za](http://www.hulett.co.za)

**Information Officer Details** James Edward Smith  
309 Umhlanga Rocks Drive  
La Lucia Ridge  
Durban  
Kwa-Zulu Natal





## Explanation of Guide

**S**ection 10 of the Act requires the Human Rights Commission to publish a guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The guide will contain the following information :-

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

*Copies of this guide will be available as soon as the guide is published.*

## Section

## 4

## Information Available in terms of This Act

### CATEGORIES OF INFORMATION

This company holds the following categories of information:-

#### 1. Legal

- 1.1 Governance
- 1.2 Capitalization
- 1.3 Budget and capital expenditures
- 1.4 Properties and equipment
- 1.5 Material agreements
- 1.6 Litigation, claims and fines
- 1.7 Human resources, management, employees and benefits
- 1.8 Tax matters
- 1.9 Environmental matters
- 1.10 Technology and information systems
- 1.11 Opinions and other legal advice pertaining to the commercial transactions of this company.

#### 2. Patent Questions

- 2.1 Patents, patent applications and inventions
- 2.2 Agreements pertaining to intellectual property rights
- 2.3 Agreements affecting intellectual property assets
- 2.4 Opinions and other legal advice pertaining to intellectual property
- 2.5 Litigation and other disputes involving intellectual property
- 2.6 Freedom to make, use and sell products and services
- 2.7 Record-Keeping practices
- 2.8 Compliance with export control policy and licenses
- 2.9 Trade secrets and protection of proprietary information
- 2.10 Special concerns and divestitures
- 2.11 Acquisition, joint venture and divestiture agreements
- 2.12 IP accounting / audit issues

- 2.13 Opinions and other legal advice pertaining to the commercial transactions of this company.

### **3. Trademark Questions**

- 3.1 Trademark rights
- 3.2 Trade name / division name issues
- 3.3 Trademarks
- 3.4 Opinions and other legal advice pertaining to the commercial transactions of this company.

### **4. Copyrights**

- 4.1 Copyrights
- 4.2 Opinions and other legal advice pertaining to the commercial transactions of this company.

### **5. Financial And Accounting Records**

- 5.1 Assets
- 5.2 Liabilities
- 5.3 Financials
- 5.4 Documents, audits and agreements
- 5.5 Internal controls
- 5.6 Accounting information systems

### **6. Manufacturing / Operations**

- 6.1 Suppliers
- 6.2 Materials
- 6.3 Operations
- 6.4 Capacity
- 6.5 Facilities / locations
- 6.6 Leases
- 6.7 Properties
- 6.8 Utilities
- 6.9 Machinery, equipment, vehicles
- 6.10 Personal property at each facility
- 6.11 Obsolescence
- 6.12 Depreciation rates and accumulated reserves
- 6.13 Expansion problems
- 6.14 Government and private projects

**7. Transportation**

- 7.1 Transportation access
- 7.2 Local regulatory issues, restrictions and permits
- 7.3 Transportation system delivery plan
- 7.4 Transportation, warehouse and storage contracts

**8. Sales And Marketing**

- 8.1 Products
- 8.2 Markets
- 8.3 Customers
- 8.4 Brochures, newsletters and advertising material
- 8.5 Sales
- 8.6 Public relations policies and procedures
- 8.7 Domestic and export orders

**9. Information Technology / M I S Systems**

- 9.1 Hardware
- 9.2 Operating systems
- 9.3 Telephone exchange equipment
- 9.4 Telephone lines, leased lines and data lines
- 9.5 LAN installations
- 9.6 Software packages
- 9.7 Disaster recovery
- 9.8 Internal systems support and programming / development
- 9.9 Capacity and utilisation of current systems
- 9.10 Development or investment plans
- 9.11 Agreements
- 9.12 Licenses
- 9.13 Audits

**10. Insurance**

- 10.1 General liability
- 10.2 Automobile liability
- 10.3 Workman's compensation
- 10.4 Property insurance
- 10.5 Coverages, limits and insurers
- 10.6 Exposures not addressed
- 10.7 Liabilities taken by purchasers

**11. Tax**

- 11.1 Benefits
- 11.2 Local
- 11.3 Payroll
- 11.4 Audit

**12. EH&S / Regulatory Compliance**

- 12.1 Safety
- 12.2 Industrial hygiene
- 12.3 Employee and public health
- 12.4 Process safety / process risk
- 12.5 Emergency response
- 12.6 Environmental
- 12.7 Aqueous discharges
- 12.8 Solid wastes
- 12.9 Air emissions
- 12.10 Memberships

**13. Designs****PROCEDURE FOR REQUESTING ACCESS TO THE ABOVE INFORMATION**

A person is required to complete a request form which is available from our Information Officer. There is a prescribed fee for requesting and accessing information (Regulation 5 of the Regulations under this Act, as published in Government Notice No. 223 dated 9 March 2001). Details of these fees are available on request.



## Information Available in terms of Other Legislation

1. **Section 31(2) of the National Environmental Management Act (Act 107 of 1998):**

"Subject to subsection (3), the Minister may make regulations regarding access by members of the public to privately held information relating to the implementation of this Act and any other law concerned with the protection of the environment and may to this end prescribe the manner in which such information must be kept: Provided that such regulations are reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom."

2. **Sections of the Companies Act (Act 61 of 1973), more specifically sections 15A, 50, 67, 113, 130, 140A, 148, 171, 206, 207, 215(4), 234, 237, 240, 255, 257, 258, 286, 294, 295, 296, 297, 302, 304, 312, 360, 393. Details of these sections are available on request.**





## Information Automatically Available

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

Request forms for these categories of information are also available from the information officer.

**NONE**



## General

### Introduction

The Promotion of Access to Information Act, 2000, came into operation on 9 March 2001.

The Act allows individuals to obtain information or records held by a public institution (such as a Government department or municipality), or a private body which carries on any trade, business or profession. Accordingly it enables members of the public and competitors to information held by companies.

All private bodies within six months of 23 November 2001 must compile a manual, which must be updated on a regular basis, setting out the procedures to be followed so as to facilitate a request by a member of the public for access to the records of a private body.

In the case of a company, the obligation to establish the manual is placed with the Chief Executive Officer or any person duly authorised by the Chief Executive Officer.

The manual must stipulate how a request for information must be submitted, the fees which are to be charged for producing information and generally the procedures to be followed.

The head of a private body is obliged to refuse access to certain categories of information. This relates particularly to information held by a private body and which is owned by a third party.

In regard to information owned by the private body, the private body may refuse a request for the information if such information contains trade secrets or the disclosure of the information would cause harm to the commercial or financial interests of the body.

Certain categories of information have to be disclosed.

Where the head of a private body receives a request for information and such information relates to a third party, the private body must advise the third party before making the disclosure.

Where the head of a private body refuses access to information the aggrieved applicant may apply, within thirty days, to a Court.

Regulations have been published in the Government Gazette setting out the fees which a private body may charge for providing information.

### **General Right of Access**

A member of the public is entitled to access to any record of a private body if such record is required for the exercise or protection of any rights.

The reference to "rights" is likely to be construed as a reference to a right contained in the Bill of Rights to the Constitution.

South Africa's Constitution is unique in that it applies not only vertically, that is as between individuals and the State, but also horizontally, that is between individuals. The horizontal application of the Bill does not apply in all circumstances and is an area of constitutional law which is being developed. The Promotion of Access to Information Act however specifically states in its preamble that:

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

It follows that whether in fact a particular record "is required for the exercise or protection of any right of any individual" will depend in each case on the circumstances of the matter. Companies should therefore adopt internal procedures whereby they seek legal advice where there is any doubt as to an entitlement to the record.

Section 52 of the Act states that the head of a private body may on a voluntary basis submit to the Minister a description of categories of records that are automatically available without a request having to be made. In these circumstances the Minister must on a periodic basis publish a description so submitted. This could, for example, include all statutory licences or permissions which a private body may hold.

### **The Manual**

Within six months of 23 November 2001 a private body must compile a manual setting out the company's contact details, a guide that has to be followed, if applicable, the categories of records which are available without a formal request having to be made, the location of such

records and the procedures to be followed and the contact person in regard to making a formal request. The manual must be made available when requested.

### **Manner of Access**

The form of request will be on a prescribed form. The company is entitled to recover fees for providing the records. For example, for every photocopy of an A4 size page, the fee is 60 cents, for a copy of a stiffy disk the fee is R5.00, and for a compact disc it is R40.00.

The request fee payable by every requester is R35.00.

Procedures exist for the head of the private body to sign an Affidavit should the document not be found. If a request is refused reasons for the request must be submitted. The head of the private body must make his decision/provide the documentation within 30 days. If the head of the private body does not provide the information within 30 days or formally refuse access then he is deemed to have refused access.

Special procedures are in place in regard to providing information as to the health records of an individual and for counselling should the records be of the requester and the head of the private body is of the view that the disclosure of the records may cause serious harm to his or her physical or mental health.

### **Grounds for Refusal of Access to Records**

Subject to certain exceptions, the head of a private body is obliged to refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual.

Furthermore the head of a private body must refuse a request for access to a record of the body if the record contains trade secrets of a third party, financial, commercial, scientific or technical information of a third party which would cause financial harm to that third party or information supplied in confidence by a third party and the disclosure of the information is expected to place that party at a disadvantage. This restriction however does not apply if the information relates to product or environmental testing and the disclosure would reveal a serious public safety or environmental risk.

If the disclosure of information would constitute an action for a breach of a duty of confidence owed to a third party in terms of an agreement, it must be refused. Information which is privileged from production in legal proceedings may not be disclosed as well as information

which prejudices or impairs security of property, transport or computer or communication systems.

The head of a private body may refuse a request for access to a record of the body if the record contains trade secrets of the private body, financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of the body or information, the disclosure of which would reasonably be expected to put the private body at a disadvantage in contractual or other negotiations or to prejudice the body in commercial competition.

Again a record may not be refused insofar as it consists of information about the results of any product or environmental testing or other investigations supplied by, carried out by or on behalf of the private body and its disclosure would reveal the public safety or environmental risk.

There is mandatory protection of research information of a third body and optional protection of research information of the private body.

Notwithstanding all of the above the head of a private body must grant a request for access to a record if the disclosure:

- (a) would reveal evidence of a substantial contravention of or failure to comply with the law; or
- (b) the disclosure would reveal evidence of imminent and serious public safety or environmental risk; and
- (c) the public interests in the disclosure of the record far outweigh the harm contemplated in the provision in question.

### **Application to Court**

Any court hearing an application following the refusal of a request for information is entitled to examine any record of a private body to which the Act applies, and no such record may be withheld from the Court on any grounds.

The Court may receive representations ex parte, conduct hearings in camera and prohibit publication of such information in relation to the proceedings as the Court determines.

Proceedings are civil proceedings and not criminal proceedings. The Court on hearing the application may grant any order which it considers to be just and equitable including orders for compensation or costs.

**Criminal Offences**

Any person with intent to deny a right of access, destroys, damages or alters a record, conceals a record, or falsifies a record commits an offence and is liable on conviction to a fine or imprisonment not exceeding 2 years.



**GROEISORG VERSPREIDERS (PTY) LTD REGISTRATION NUMBER 1990/005572/07 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002**

**1. INTRODUCTION** 1.1 PURPOSE OF THE ACT RECOGNISING *inter alia* THAT: \*Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and \*Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone **when that information is required for the exercise or protection of any rights AND IN ORDER TO-** \* foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information \* actively promote a society in which the people of South Africa have effective access to information the Promotion of Access to Information Act, 2 of 2002 ("the Act") was enacted to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

1.2 MAIN BUSINESS OF GROEISORG VERSPREIDERS (PTY) LTD Groeisorg Verspreiders (Pty) Ltd is a private company with main business activity the sale of agricultural products, chemicals and seeds.

**2. DEFINITIONS** The following words will bear the following meaning in this manual:

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The managing director of Groeisorg Verspreiders (Pty) Ltd who is acting as head of the Company "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

**PART 1 SECTION 51(1)(a) OF THE ACT**

**3. CONTACT DETAILS:** HEAD: MRS M P JACOBS Postal address: Groeisorg Verspreiders (Pty) Ltd P. O Box 2149 Brits 0250 Physical address: Groeisorg Verspreiders (Pty) Ltd 47 Koöperasie Ave Brits Tel: 012-252 4191 Fax: 012-252 3794 E-Mail: [vossensa@worldonline.co.za](mailto:vossensa@worldonline.co.za)

**PART 2 SECTION 51(1)(b) OF THE ACT**

**4. GUIDE IN TERMS OF SECTION 10 OF THE ACT** Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to: **THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION** PAIA Unit The Research and Documentation Department Private Bag X2700, Houghton, 2041 Tel: 011-484 8300 Fax: 011-484 1360 Website: [www.sahrc.org.za](http://www.sahrc.org.za) E-mail address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**PART 3 SECTION 51(1)(c) OF THE ACT**

**5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2) NONE PUBLISHED** Groeisorg Verspreiders (Pty) Ltd holds the following information that is available without a requestor having to request access in terms of the Act: 5.1 Marketing or publicity material 5.2 Public product information 5.3 Environmental Policy 5.4 Product Sales Records.

**PART 4 SECTION 51(1)(d)&(e)**

**6. RECORDS** Groeisorg Verspreiders (Pty) Ltd holds records on the following subjects and categories: 6.1 **PERSONNEL RECORDS** 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.3 Employment agreements and conditions of employment 6.1.4 Disciplinary and evaluation records 6.1.5 Correspondence relating to personnel 6.1.6 Training material 6.1.7 Requests for leave 6.1.8 Absence record 6.1.9 Personnel file 6.2 **CLIENT/CUSTOMER RECORDS** 6.2.1 Records provided by a client/customer 6.2.2 Records provided by a client/customer to a third party acting for or on behalf of Groeisorg Verspreiders (Pty) Ltd 6.2.3 Records provided by third parties 6.2.4 Records generated by or within Groeisorg Verspreiders (Pty) Ltd 6.3 **GENERAL** 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 Data base 6.3.5 Marketing Records 6.3.6 Internal Correspondence 6.3.7 External Correspondence 6.3.8 Commercial Agreements

**PART 5 7. MANNER OF ACCESS**

The Requester must use the prescribed form to make the request. (Annexure A) No request, other than a personal request, will be processed without payment of the prescribed request fee. (Annexure B) If a request is granted an access fee must be paid. (Annexure B) The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request has been approved or denied.

**PART 6 8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS.**

In terms of Sections 62 to 69 of the Act access to a record may be refused on one or more of the following grounds: 8.1 Mandatory protection of the privacy of a third party who is a natural person 8.2 Mandatory protection of the commercial information of a third party 8.3 Mandatory protection of certain confidential information of a third party 8.4 Mandatory protection of the safety of individuals and the protection of property 8.5 Mandatory protection of records privileged from production in legal proceedings 8.6 The commercial information of Groeisorg Verspreiders (Pty) Ltd 8.7 Mandatory protection of research information of a third party 8.8 Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

**PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF GROEISORG VERSPREIDERS (PTY) LTD**

A requester that is dissatisfied with the decision of the Head of Groeisorg Verspreiders (Pty) Ltd., may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

**PART 8 10. AVAILABILITY OF THIS MANUAL**

This manual is available for inspection at the offices of Groeisorg Verspreiders (Pty) Ltd free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee (Annexure B) from the offices of Groeisorg Verspreiders (Pty) Ltd. The manual can also be accessed on the website of The South African Human Rights Commission and will be published in the Government Gazette.



**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL****LOMBARD INSURANCE COMPANY LIMITED****(REGISTRATION NUMBER: 1990/001253/06)**

This Manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act, 2000

**Section 51(1)(a)****Business Name:**

Lombard Insurance Company Limited

**Registered Office:**Broll Place, Sunnyside Office Park, 2 Carse O'Gowrie Road,  
Parktown, 2193**Postal Address:**

P O Box 2740, Parklands, 2121

**Directors:**ML Japhet (Chairman), GGA Lombard (Managing), RC Hallier,  
GJM Carlin, P de Smidt**Contact Person:**

Head Information Services

**Tel # of Contact Person:**

(011) 642 3960

**Fax # of Contact Person:**

(011) 643 8725

**E-Mail Address of Contact Person:**[it@lombardins.com](mailto:it@lombardins.com)**Section 51(1)(b)**To gain access to the Human Rights Commission's guide to the Act, browse using an Internet web address of  
<http://www.sahrc.org.za/paia.htm> Alternatively call the Human Rights Advice Line on 086 012 0120**Section 51(1)(c)**

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

**Section 51(1)(d)**

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

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
4. Employment Equity Act No. 55 of 1998
5. Financial Services Board Act No. 97 of 1990
6. Income Tax Act No. 95 of 1967
7. Insurance Act No 27 of 1943
8. Occupational Health & Safety Act No. 85 of 1993
9. Regional Services Councils Act No. 109 of 1985
10. Short Term Insurance Act No. 53 of 1998
11. Skills Development Levies Act No. 9 of 1999
12. Skills Development Act No. 97 of 1998
13. Unemployment Contributions Act No. 4 of 2002
14. Unemployment Insurance Act No. 63 of 2001
15. Value Added Tax Act No. 89 of 1991.

**Section 51(1)(e)**

1. Employment Contracts: Availability to be determined upon receipt of request
2. Company Documentation: Availability to be determined upon receipt of request
3. Agreements with Suppliers: Availability to be determined upon receipt of request
4. Product Information: Availability to be determined upon receipt of request
5. Intermediary Agreements: Availability to be determined upon receipt of request
6. Lease Agreements: Availability to be determined upon receipt of request
7. Client Contact Details: Availability to be determined upon receipt of request
8. Website Information: Freely Available at <http://www.lombardins.com>

**Section 51(1)(f)****Fees in Respect of Requests for Information****Fees in Respect of Private Bodies**As per Part 111, Fees in Respect of Private Bodies, Government Notice No. R. 187 dated 15 February 2002,  
Promotion of Access to Information Act, 2000**Section 51(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)****Form for Application of Information****Request for access to record of Private Body**As per the FORM C, Regulation 10, Government Notice No. R. 187 dated 15 February 2002, Promotion of Access  
to Information Act, 2000

**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL****F&M Connexions cc****(REGISTRATION NUMBER: 2000/014919/23)**

This Manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act, 2000

**Section 51(1)(a)****Business Name:**

F&amp;M Connexions cc

**Registered Office:**Broll Place, Sunnyside Office Park, 2 Carse O'Gowrie Road,  
Parktown, 2193**Postal Address:**

P O Box 61924, Marshalltown, 2107

**Members:**

DS Hillbrook, PR Hillbrook

**Contact Person:**

Head Information Services

**Tel # of Contact Person:**

(083) 457 3371

**Fax # of Contact Person:**

(011) 894 5357

**Section 51(1)(b)**To gain access to the Human Rights Commission's guide to the Act, browse using an Internet web address of  
<http://www.sahrc.org.za/paia.htm>

Alternatively call the Human Rights Advice Lines on 086 012 0120

**Section 51(1)(c)**

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

**Section 51(1)(d)**

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

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Employment Equity Act No. 55 of 1998
4. Income Tax Act No. 95 of 1967
5. Occupational Health & Safety Act No. 85 of 1993
6. Regional Services Councils Act No. 109 of 1985
7. Skills Development Levies Act No. 9 of 1999
8. Skills Development Act No. 97 of 1998
9. Unemployment Contributions Act No. 4 of 2002
10. Unemployment Insurance Act No. 63 of 2001
11. Value Added Tax Act No. 89 of 1991.

**Section 51(1)(e)**

1. Employment Contracts: Availability to be determined upon receipt of request
2. Close Corporation Documentation: Availability to be determined upon receipt of request
3. Agreements with Suppliers: Availability to be determined upon receipt of request
4. Product Information: Availability to be determined upon receipt of request
5. Client Contact Details: Availability to be determined upon receipt of request

**Section 51(1)(f)****Fees in Respect of Requests for Information****Fees in Respect of Private Bodies**As per Part 111, Fees in Respect of Private Bodies, Government Notice No. R. 187 dated 15 February 2002,  
Promotion of Access to Information Act, 2000**Section 51(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)****Form for Application of Information****Request for access to record of Private Body**As per the FORM C, Regulation 10, Government Notice No. R. 187 dated 15 February 2002, Promotion of  
Access to Information Act, 2000

**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL****Cottage 4 Parklands cc****(REGISTRATION NUMBER: 2002/057538/23)**

This Manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act, 2000

**Section 51(1)(a)****Business Name:**

Cottage 4 Parklands cc

**Registered Office:**Broll Place, Sunnyside Office Park, 2 Carse O'Gowrie Road  
Parktown, 2193**Postal Address:**

12 Lanzerac Street, Alphen Park, 1501

**Member:**

PR Hillbrook

**Contact Person:**

Head Information Services

**Tel # of Contact Person:**

(083) 457 3371

**Fax # of Contact Person:**

(011) 894 5357

**Section 51(1)(b)**To gain access to the Human Rights Commission's guide to the Act, browse using an Internet web address of  
<http://www.sahrc.org.za/paia.htm>

Alternatively call the Human Rights Advice Lines on 086 012 0120

**Section 51(1)(c)**

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

**Section 51(1)(d)**

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

None

**Section 51(1)(e)**

1. Close Corporation Documentation: Availability to be determined upon receipt of request
2. Details of Property Title and Deeds: Availability to be determined upon receipt of request

**Section 51(1)(f)****Fees in Respect of Requests for Information**

Fees in Respect of Private Bodies

As per Part 111, Fees in Respect of Private Bodies, Government Notice No. R. 187 dated 15 February 2002, Promotion of Access to Information Act, 2000

**Section 51(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)****Form for Application of Information**

Request for access to record of Private Body

As per the FORM C, Regulation 10, Government Notice No. R. 187 dated 15 February 2002, Promotion of Access to Information Act, 2000

**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL**

Villa 4 Sunset Cove cc

(REGISTRATION NUMBER: 1999/029133/23)

This Manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act, 2000

**Section 51(1)(a)**

**Business Name:**

Villa 4 Sunset Cove cc

**Registered Office:**

Broll Place, Sunnyside Office Park, 2 Carse O'Gowrie Road  
Parktown, 2193

**Postal Address:**

12 Lanzerac Street, Alphen Park, 1501

**Member:**

DS Hillbrook

**Contact Person:**

Head Information Services

**Tel # of Contact Person:**

(011) 894 5357

**Fax # of Contact Person:**

(011) 894 5357

**Section 51(1)(b)**

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

Alternatively call the Human Rights Advice Lines on 086 012 0120

**Section 51(1)(c)**

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

**Section 51(1)(d)**

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

None

**Section 51(1)(e)**

1. Close Corporation Documentation: Availability to be determined upon receipt of request
2. Details of Property Title Deeds and Mortgage: Availability to be determined upon receipt of request

**Section 51(1)(f)**

**Fees in Respect of Requests for Information**

**Fees in Respect of Private Bodies**

As per Part 111, Fees in Respect of Private Bodies, Government Notice No. R. 187 dated 15 February 2002, Promotion of Access to Information Act, 2000

**Section 51(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)**

**Form for Application of Information**

**Request for access to record of Private Body**

As per the FORM C, Regulation 10, Government Notice No. R. 187 dated 15 February 2002, Promotion of Access to Information Act, 2000

**P B ANGELOPULO & CO****ATTORNEYS****MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000**

<b><u>INDEX</u></b>	<b><u>PAGE</u></b>
1 Introduction	1
2 Contact details	1
3 Guide in terms of Section 10 of the Act	1
4 Notice(s) in terms of Section 52(2) of the Act	2
5 Information/documents available in accordance with other legislation	2
6 Documents/information held by P B Angelopulo & Co in terms of the Act	2
7 Other information	2
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**1 INTRODUCTION**

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information/documents from P B Angelopulo & 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 requester is advised to contact Mr P B Angelopulo should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from P B Angelopulo & 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 P B Angelopulo & Co from time to time;
- "P B Angelopulo & Co" shall mean P B Angelopulo & Co Attorneys, structured as a sole practitioner practice 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" Mr P B Angelopulo of P B Angelopulo & Co has been appointed as the Information Officer of P B Angelopulo & Co, 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: P B Angelopulo & Co Attorneys

Sole proprietor and appointed Information Officer:

Mr P B Angelopulo  
 Address: 1st Floor, East Wing, Peoples Bank Building, 200 Pretorius Street, Pretoria, 0002  
 Postal address: P O Box 589, Pretoria, 0001  
 Telephone: (012) 321-7031  
 Fax: (012) 321-7035  
 E-mail: pba@telkomsa.net

**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](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

- 2 -

**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)

P B Angelopulo & 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)
- Companies Act, No 61 of 1973
- Attorneys Act, No 53 of 1979
- Value-Added Tax Act, No 89 of 1991 (Section 65)
- 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)

The above records, insofar 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 P B ANGELOPULO & CO IN TERMS OF THE ACT** (Section 51(1)(e) of the Act)

P B Angelopulo & Co holds the information/documents listed hereinbelow:

- Details relating to the operational, commercial and financial interests of P B Angelopulo & 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)
- Employment Equity Report
- P B Angelopulo & Co Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by P B Angelopulo & 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 P B Angelopulo & Co, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of P B Angelopulo & Co.
- 8.3 The manual can also be accessed on the website of the SAHRC ([www.sahrc.org.za](http://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](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.dol.gov.za](http://www.dol.gov.za)) (under "regulations").

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

- A. INTRODUCTION TO WOOLTRU FINANCE (PTY) 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 Finance (Pty) Limited
    - i. The latest notice regarding the categories of records of Wooltru Finance (Pty) 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 Finance (Pty) 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 FINANCE (PTY) LIMITED**

Wooltru Finance (Pty) Limited (registration number 1982/006762/07) is a finance and management company and a subsidiary of Wooltru Limited who 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. Wooltru Limited 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 Finance (Pty) 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](http://www.wooltru.co.za)  
E-mail: [paulw@wooltru.co.za](mailto: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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto: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 Finance (Pty) Limited** /Sections 51(1)(c) and 51(1)(e)]

- i **The latest notice regarding the categories of records of Wooltru Finance (Pty) 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)]**

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

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

- Financial and commercial records
- Company registers, minute books, certificates and documents
- Legal agreements
- Employee handbook
- Employee records and information

- 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 Finance (Pty) Limited. This request must be made to the address, fax number or electronic mail address of Wooltru Finance (Pty) Limited [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Company Secretary of Wooltru Finance (Pty) 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 Finance (Pty) 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 Finance (Pty) 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 Finance (Pty) 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 Finance (Pty) 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 Finance (Pty) Limited at 5 Corporation Street, Cape Town free of charge. Copies are available with the SAHRC and in the Gazette.

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 FINANCE (PTY) LIMITED**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))**[Regulation 10]****A. Particulars of Wooltru Finance (Pty) Limited****Contact details**

Wooltru Finance (Pty) Limited

The Company Secretary

Postal address: P O Box 671  
Cape Town  
8000Street 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:
<p>Mark the appropriate box with an X.</p> <p><b>NOTES:</b></p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> (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*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<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



**FEATURE CONTRACTORS & MAINTENANCE CK 97\66804\23**

817 JENNINGS STREET DASPOORT ~ P.O. BOX 48852 HERCULES ~ PRETORIA ~ SOUTH AFRICA  
Phone (012) 420-3012 ~ Fax (012) 420-3012 ~ Email monja@mwweb.co.za

February 13, 2003

**SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Manual for public bodies

Full name of corporation: FEATURE CONTRACTORS & MAINTENANCE  
CC:97-66804\23

Address: 817 JENNINGS STREET DASPOORT 0082

Postal address: P.O.BOX 48852 HERCULES 0030

Tel: (012) 420-3012      Fax: (012) 420-3012

E-mail address: Monja@mwweb.co.za

Number of members: 2

Name of member: (a) GERT CHRISTOPHEL PETRUS STANDER

Identity number: 571226 5017 009

Name of member: (b) WILLIAM SYMINGTON HERBERT PORTER

Identity number: 590106 5053 088

Description of business: GENERAL MECHANICAL MAINTENANCE

Contact person: LINDA STANDER

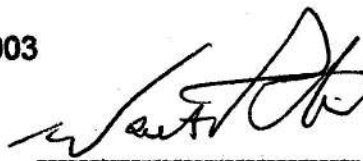
Tel: (012) 377-2907

Cell: 082 3788 739

Signed at Pretoria on the 12 th day of February 2003



GCP Stander



WSH Porter

# **SALDANHA GROUP HOLDINGS (PROPRIETARY) LIMITED**

**And its Subsidiary Companies**

**A Guide to**

## **ACCESSING OUR INFORMATION**

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

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## Preamble

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

## Introduction to this private body

Saldanha Group Holdings (Proprietary) Limited is the holding company for the following subsidiary companies in the Western Cape:

- (a) Saldanha Group Holdings (Proprietary) Limited (Registration No. 1988/000477/07)
- (b) Saldanha Group (Proprietary) Limited (Registration No. 1988/006117/07)
- (c) Saldanha Group Investments (Proprietary) Limited (Registration No. 1971/010539/07)
- (d) Silverman Holdings (Proprietary) Limited (Registration No. 1949/034559/07)
- (e) King Solomon Foods (Proprietary) Limited (Registration No. 1961/000877/07)
- (f) Jacobsbaai Sea Products (Proprietary) Limited (Registration No. 1992/000117/07)
- (g) Westgro Investment Holdings (Proprietary) Limited (Registration No. 1986/000725/07)
- (h) Silversea Properties (Proprietary) Limited (Registration No. 1057/001814/07)
- (i) Saldanha Hotel (Properties) (Proprietary) Limited (Registration No. 1991/000077/07)
- (j) Rodglee Properties (Propriety) Limited (Registration No. 1967/003700/07)
- (k) Slipper Bay Fishing (Proprietary) Limited (Registration No. 1999/012476/07)

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

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

A copy of this manual is also available at the offices of Saldanha Group Holdings (Proprietary) Limited.

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**Section A - Our details**

Full Name : Saldanha Group Holdings (Proprietary) Limited

Registration Number : 1988/000477/07

Registered Address : 7<sup>th</sup> Floor, 129 Beach Road, Mouille Point 8005

Postal Address : Private Bag X2, Rhine Road 8050

Telephone Number : (021) 439.6513

Fax Number : (021) 439.7229

Head/CEO : Managing Director

Designated Information Officer : Public Officer

Email Address of Information Officer : admin@sgl.co.za

## Section B – The official guide

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

The Guide will contain the following information:

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

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

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

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

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

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**E-mail:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **Section C – Information available in terms of the Act**

### **1. Categories of information**

We hold the following categories of information:

#### **(a) STATUTORY COMPANY INFORMATION**

Certificate of Incorporation;

Certificate of Change of Name (if any);

Memorandum and Articles of Association;

Certificate to Commence Business;

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

Proxy Forms

Register of Members;

Register of Fixed Assets;

Register of Directors' shareholdings;

Register of Directors and Certain Officers;

Directors' Attendance Register;

Annual Financial Statements including:

Annual accounts;

Directors' reports;

Auditor's report.

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

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



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(b) ACCOUNTING RECORDS

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

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Remuneration paid to each employee.
- (iii) Date of birth of each employee;
- (iv) Employment equity plan;
- (v) Salary and wages register;
- (vi) Collective agreements;
- (vii) Training Manuals;
- (viii) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Disability scheme;
- (iii) Funeral insurance scheme;

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- (iv) Group personal accident;
- (v) Group life.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;
- (ii) Pension Fund account records;
- (iii) Minutes of Meetings of trustees and members;
- (iv) Actuarial Valuation Reports.

(f) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Permits, licences, approvals and registrations for operations of sites and business.

(g) FIXED PROPERTY

- (i) Title Deeds;
- (ii) Leases;
- (iii) Building plans;
- (iv) Mortgage Bonds or other encumbrances to fixed property.

(h) MOVABLE PROPERTY

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

(i) INTELLECTUAL PROPERTY

- (i) Trademarks, trade names and protected names;
- (ii) Copyrights;
- (iii) Agreements relating to intellectual property, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.

(j) AGREEMENTS AND CONTRACTS

- (i) Material agreements concerning provision of services or materials;
- (ii) Joint venture agreements, partnership agreements, participation, co-marketing, co-promotion or other alliance agreements;
- (iii) Agreements with shareholders, officers or directors;

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- (iv) Agreements with contractors and suppliers;
- (v) Agreements with customers;
- (vi) Sale agreements;
- (vii) Distributor, dealer or agency agreements;
- (viii) Purchase or lease agreements.

(k) TAXATION

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

(l) LEGAL

- (i) Records relating to legal proceedings;
- (ii) Licences, permits and authorisations;

(m) INSURANCE

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

(n) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;

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(x) Agreements;

(xi) Licenses.

**(q) SALES AND MARKETING**

(i) Products;

(ii) Markets;

(iii) Customers;

(iv) Brochures, Newsletters and Advertising Materials;

(iv) Sales;

(v) Domestic and export orders.

**2. Procedure for requesting access to the above information**

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

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

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

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

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

**Section D – Information available in terms of other legislation.**

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

- Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- Income Tax Act 58 of 1962;
- Companies Act 61 of 1973
- Value Added Tax Act 89 of 1991
- Medical Schemes Act 131 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966
- Occupational Health and Safety Act 85 of 1993
- Pension Fund Act 24 of 1956
- Marine Living Resources Act 18 of 1998
- Sea Fisheries Act 12 of 1998

**Section E – Information automatically available**

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

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

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

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

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Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737

Kaapstad-tak: Tel: (021) 465-7531