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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

INDEX

Company Name	Gazette No.	Date	Page No.
Adcorp Recruitment KZN (Pty) Limited	24657	27-02-2003	106
Aqua Alpha Drilling (Pty) Ltd	24657	27-02-2003	135
Barnorth Computers CC	24657	27-02-2003	136
Barrier-Nautilus Joint Venture (Pty) Ltd	24657	27-02-2003	95
BHP Billiton SA Limited	24657	27-02-2003	5
Bloch Gross & Associates Inc. (Incorporating I.G. Feinberg) Attorneys	24657	27-02-2003	72
Bucco Pension Builda	24657	27-02-2003	103
Cobra Group Pension Fund	24657	27-02-2003	178
Dr. M Voges	24657	27-02-2003	137
Engineered Linings Provident Builda	24657	27-02-2003	100
Fermentech (Proprietary) Limited	24657	27-02-2003	63
Gnostic Solutions (Pty) Ltd	24657	27-02-2003	138
Handley & Moore (Proprietary) Limited	24657	27-02-2003	3
Hatfield Teken en Ontwerp (Pty) Ltd	24657	27-02-2003	139
Hillside Aluminium Limited	24657	27-02-2003	51
Ingwe Collieries Limited; Optimum Colliery, Middelburg Mine, Douglas Colliery, Khutala Colliery, Koorfontein Mines, Rietspruit Mine, Zululand Anthracite Colliery, Mine Closure Operations, Hexagon Business Solutions, Khanya Laboratories	24657	27-02-2003	24
Introprops Provident Builda	24657	27-02-2003	92
Investment Data Services (Pty) Ltd	24657	27-02-2003	75
K. Marais Speech Therapist	24657	27-02-2003	140
Kynoch Fertilizer (Proprietary) Limited	24657	27-02-2003	69
N. van der Walt T/a Aqua Alpha Drilling	24657	27-02-2003	141
Nautilus Marine (Pty) Limited	24657	27-02-2003	97
Noel Lang Insurance Brokers	24657	27-02-2003	176
Permanent Roofing Provident Builda	24657	27-02-2003	89
Prima Industrial Holdings (Pty) Ltd	24657	27-02-2003	113
Purdue Provident Builda	24657	27-02-2003	86
RJ Heffer	24657	27-02-2003	142
Roberts & Loebenberg Provident Builda	24657	27-02-2003	83
Shelco Provident Builda	24657	27-02-2003	80
Sidi Parani (Proprietary) Limited	24657	27-02-2003	66
SM Volschenk T/A Susan Volschenk Occupational Therapist	24657	27-02-2003	143
Southern Key Trading (Pty) Limited	24657	27-02-2003	109
The City of Johannesburg Metropolitan Municipality	24657	27-02-2003	147
The South African Breweries Medical Aid Society	24657	27-02-2003	128
The South African Breweries Staff Provident Fund	24657	27-02-2003	119
Tolo Boerdery	24657	27-02-2003	144
Unit 16 Dumela CC	24657	27-02-2003	145
Vicki van der Walt Prokureurs	24657	27-02-2003	126
WP Bosch and Associates	24657	27-02-2003	146

Promotion of Access to Information Manual**Handley & Moore (Proprietary) Limited**

(Registration Number: 1915/004740/07)

Nature of the Business: Estate Agents

This manual has been prepared in terms of the Promotion of Access to Information Act 2/2000

Section 51 (1)(a)**Postal Address:** P.O. Box 1005, Pretoria. 0001**Street Address:** 302 Standard Bank Chambers, Church Square, Pretoria. 0002**Phone Number:** 012 321 7651**Fax Number:** 012 323 5744**Contact:** N.A.D. Randall (Director)**Section 51(1)(b)**

The Guide will be available from the South African Human Rights Commission by not later than August 2003.

Please direct any queries to:

The South African Human Rights Commission, PAIA Unit, The Research and Documentation Department,
Postal address: Private Bag 2700, Houghton. 2041

Telephone: +27 11 484-8300**Fax:** +27 11 484-0582**Website:** www.sahrc.org.za**E-mail:** PAIA@sahrc.org.za**Section 51(1)(c)**

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

Section 51(1)(d)

Records are available in terms of the following legislation, if and where applicable:

Basic Conditions of Employment Act No 75 of 1997**Companies Act No 61 of 1973****Financial Services Board Act No 97 of 1990****Income Tax Act No 95 of 1967****Medical Schemes Act No 131 of 1998****Regional Services Council Act No 109 of 1985****Unemployment Insurance Act No 63 of 2001****Value Added Tax Act No 89 of 1991****Section 51(1)(e)**

The following information is available if and when applicable:

Administration

Minutes of Company Meetings

Correspondence

Human Resources

Employment Contracts

Payroll records

Operations

Turnover details

Commission rates

Finances

Accounting records

2.

Section 51(1)(f)

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

Section 51(3)

This manual is available during normal business hours at the offices of the Company as above. It is also available from the South African Human Rights Commission and has been published in the Government Gazette.



BHP BILLITON SA LIMITED

**MANUAL COMPILED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF
2000 ("the Act")**

PART ONE

(Information required by Section 51(1)(a) of the Act)

Name of Private Body

BHP Billiton SA Limited

Registration Number

1966/009633/06

Head of the Private Body

C L Smit

Physical Address6 Hollard Street
Johannesburg
2001
South Africa**Postal Address**Post Office Box 61820
Marshalltown
2107
South Africa**Telephone Number**

011 376 9111

Telefax Number

011 376 2228

Designated Information Officer

P C E Bierman

Telephone Number

011 376 3464

Telefax Number

011 376 2228

E-mail Address

Piet.Bierman@bhpbilliton.com

Websitewww.bhpbilliton.com

PART TWO

(Information required by Section 51(1)(b) of the Act)

Section 51(1)(b) of the Act calls for a description of the guide referred to in Section 10 of the Act, if available, and how to obtain access to it.

The guide referred to in Section 10 of the Act is a set of guidelines that must be compiled by the South African Human Rights Commission ("SAHRC") within a period of 18 months from the commencement date of the Act, however, this date has been extended to August 2003. The guideline will contain such information as may be reasonably required by a person who wishes to access specific information required for the exercise or protection of a right in terms of the Act.

The Regulations regarding the Act are published under Government Notice R 187 of 15 February 2002. Shortly the Regulations will set out how the SAHRC should make its guide available. Upon publication of these anticipated guidelines, this manual may be the subject of review and amplification where necessary.

Any queries regarding these anticipated guidelines should be directed to the SAHRC the details of which appear below :

The SAHRC

PAIA Unit

The Research and Documentation Department

Postal Address : Private Bag 2700
Houghton
2041

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

PART THREE

(Copy of Notice, if any, required under Section 51(1)(c) of the Act)

None

PART FOUR

(Information required under Section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

Income Tax Act 58 of 1962 (Section 75(1))
Unemployment Insurance Act 30 of 1966 (Sections 32 and 33)
Value-Added Tax Act 89 of 1991 (Section 55)
Compensation for Occupational Injuries and Diseases Act 130 of 1993 (Section 81)
Labour Relations Act 66 of 1995 (Section 205)
Basic Conditions of Employment Act 75 of 1997 (Sections 29(4) and 31)
Employment Equity Act 55 of 1998 (Section 26)
Skills Development Levies Act 9 of 1999 (Section 13)
Pension Funds Act, 24 of 1956
Tax on Retirement Funds Act, 38 of 1996
S A Reserve Bank Act, 90 of 1989
Occupational Health and Safety Act, 85 of 1993
Banks Act, 94 of 1990
Companies Act, 61 of 1973
Competition Act, 1998
Trade Marks Act, 1993
Constitution of the Republic of South Africa Act, 1996
Exchange Control Regulations

PART FIVE

(Information required under Section 51(1)(e) of the Act)

Categories of Records Held in the Following Departments:

1. Human Resources

service awards
farewell functions
facilities management
bursaries for children attending school (secondary school bursaries)
study assistance
motor vehicle scheme
official travel compensation
deferred compensation
housing guarantees and bond cover

compensation for occupational injuries
personal accident cover
group life assurance cover
unemployment insurance cover (UIF)
Central Provident Fund
retirement fund rules
medical aid rules
maintenance & safety and security
disciplinary procedure
grievance procedure
dress code
flexible working hours
employee assistance programme
financial assistance on secondment/transfer of an employee
travel procedure
health centre procedures
cafeteria procedures
leave rules
remuneration procedures
professional society membership
disposal of scrap / redundant assets
graduate recruitment
global business conduct guide
employee remuneration advices
employee IRP5 documents
leave processing forms
vehicle administration forms
personal information

The following documents are kept in respect of employees:

personal files with service agreement, remuneration adjustments and
changes in conditions of employment
leave records
remuneration details
banking details
tax details
dependant's details
qualification certificates

2. Shared Business Services

shared business services - policies and procedures
consulting agreements
authority limits and specimen signatures
GSAP and SBS Steering Committee minutes

3. Internal Audit

audit charter
internal audit policy document
audit reports
minutes of audit committee meetings
reports to audit committee

4. Treasury

treasury procedure manual
transaction records
securities dealing
policy (all employees)
securities dealing policy (directors and identified employees)

5. Investor Relations

news releases
BHP Billiton Constitution
investor relations and communication protocol
market disclosure and communication policy
business charter
United Nations Global Commitment

6. Finance

bank statements
invoices
payment records
BHP Accounting Policy manual

7. Tax

statutory Tax Returns of BHP Billiton SA Ltd and its subsidiary companies

8. Info Centre

exploration records

9. Secretarial

In respect of BHP Billiton SA Ltd and its subsidiaries:

certificates of incorporation
memoranda and articles of association
reservations of name
resolutions of directors
corporate governance principles
corporate governance statement
guide to business conduct
consents to act as director
contents of register of directors, auditors and officers
annual financial statements

11. Legal

approval framework of BHP Billiton Group
procedure to execute documents
procedure to appoint external counsel
agreements

12. Mining Rights

titles and records to mining and property rights

13. Health, Safety and Environment

health, safety, environmental and community policy
health, safety, environmental and community standards
health, safety and environmental guidelines of good practice
health, safety and environment and community annual reports
risk control documentation

incident reports

14. Trust Records

Copies of Trust Deeds
Copies of letters of authority
Tax exemption certificates(S.
18A)
Acknowledgement letters from
beneficiaries
Bank Statements
Cheque requisitions and invoices
Projects records
Meetings attendance registers
Annual Financial Statements
Income tax returns
Service provider agreements
Trustee meetings papers
Minutes books

PART SIX

(Other information as may be prescribed under Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has not made any regulations under this provision of the Act.

PART SEVEN

(Request procedure)

Form of Request

A requester must use the prescribed form set out in Regulation 10 of the Regulations (See: Government Notice R187 of 15 February 2002) to the Act in order to make a request for access to a record. The request must be made to the Designated Information Officer, Mr P Bierman, whose details are contained in Part One of this manual.

It is important for the requester to complete the prescribed form, a copy of which appears in this manual (see Form "A") to enable the Designated Information Officer to identify the record sought and the type of access required. The requester must explain the right which is sought to be

exercised or to be protected and explain fully why such record is required and for what purpose.

If the request is made on behalf of another person, then the requester must submit proof of capacity made by such other person and to the satisfaction of the Designated Information Officer.

Fees

A requester who seeks access to a record containing personal information about himself or herself is not required to pay the prescribed fee before the request is processed. Every other requester who is not a personal requester must pay the prescribed fee before the request can be processed. The schedule of fees is set out in this manual. (See "Fees List").

GENERAL

Copyright

Where copyright subsists in the information and other resources contained in this manual, this private body is the holder thereof and disclosure will not be permitted in the absence of the written permission of the Chief Executive Officer.

Unauthorised reproduction, adaptation, distribution or commercial exploitation of the work beyond the limited use of information permitted by law is prohibited.

Liability

While every effort is made to publish reliable information in this manual, it cannot guarantee that this information is both complete and accurate and makes no representation in that regard. All users of this resource are therefore cautioned to use the information entirely at their own risk.

Neither this private body nor any of the Group Companies nor Trusts will be liable for any loss or damage, action, proceedings, claims, demands, liability, damages, costs, charges or expenses, howsoever arising, as a result of the use of the website or the information contained in this manual. All users agree to submit exclusively to the laws of the Republic of South Africa and the jurisdiction of the Courts of the Republic of South Africa in respect of any dispute arising out of the use of the website or the information contained in this manual.

This private body and all the Group Companies and Trusts reserve the right to refuse to disclose information that is the subject of a request where there are grounds for refusal of access to such records in terms of Chapter 4, Part 3 of the Act.

BHP BILLITON SA LIMITED

LIST OF COMPANIES DEALT WITH BY

JOHANNESBURG SECRETARIAT

African Metals Limited	2970/003899/06
Baniettor Mining (Pty) Limited	1923/003763/07
BHP Billiton Aviation (Pty) Limited	1992/00129/07
BHP Billiton Petroleum Great Britain (Pty) Limited (branch office)	2002/0048/56/10
BHP Billiton Properties (Pty) Limited	1997/001793/07
BHP Billiton SA Limited	1966/009633/06
Consolidated Nominees (Pty) Limited	1949/035111/07
Donkerpoort Iron Limited	1949/033794/06
Esidulini (Pty) Limited	1973/006080/07
Executive Jet (Pty) Limited	1995/006504/07
Executive Wings (Pty) Limited	1995/006513/07
Fedswa Prospekterders (Pty) Limited	1979/01538/10
Gengro Limited	1967/012651/06
Main Street 58 (Pty) Limited	2001/004027/07
Main Street 59 (Pty) Limited	2001/004091/07
Mine & Smelter Investments (Pty) Limited	1993/005645/07
Pering Mine (Pty) Limited	1939/013451/07
Pering Mine Rehabilitation Trust	IT 3963/98
Pering Mine Services Holdings (Pty) Limited	1992/0061266/07
Plettenberg Bay Estates Limited	1948/028264/06
Plettenberg Bay Estates Limited	1948/028264/06
Richbay Mine Holdings (Pty) Limited	1973/015616/07
Soul of Africa Game Lodges (Pty) Limited	1995/012049/07
T-Project Holdings (Pty) Limited	1989/000181/07
Tarrus (Pty) Limited	1972/007278/07
Transkei Granite Holdings (Pty) Limited	1991/001605/07
Transkei Pioneer Mining Company (Pty) Limited	1981/060135/07
Aluminium Management Company of Mozambique (Pty) Limited	1998/006042/07

BHP BILLITON DEVELOPMENT TRUST

Billiton Community Support Trust	IT 1065/98
Billiton Education Trust	IT 1066/98
Billiton Community Development Trust	IT 1064/98

FORM A

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

[Regulation 10]

A. Particulars of private body

Name of Private Body: _____

Designated Information Officer: _____

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

Email 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 therefor.*

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 proved 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:

NOTES:

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

Mark the appropriate box with an "X".

1. If the record is in written or printed form -			
Copy of record*		Inspection of record	
2. If record consists of visual images --			
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
View the images		Copy of the images*	
		Transcription of the images	
3. If record is held on computer or in an electronic or machine-readable form -			
Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form -			
Printed copy of record*		Printed copy of information derived from the record*	
		Copy in computer readable form* (stiffy or compact disc)	

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	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 requested record is required for the exercising or protection of the aforementioned right:

H. Notice of decision regarding request for access

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

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

(WS3): INFO ACT: BILLITON: FORM A

Page 6

Signed at _____ this _____ day of
_____ 20__

Signature of Requester
/Person on whose behalf request is made

(Please print full names and capacity)

FEES LIST

FEES IN RESPECT OF PRIVATE BODIES

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

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

	Rand/Cents
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A-4 size page or part thereof held on a computer or in electronic machine – readable form	0,75
(c) For a copy on 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:

(WS3): INFO ACT: BILLION FEES LIST

Page 2

	Rand/Cents
1(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A-4 size page or part thereof held on a computer or in electronic machine – readable form	0,75
(c) For a copy on 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 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.	

The fees in respect of private bodies appears in Government Notice R187 of 15 February 2002. The fees so payable may be increased by the Department of Justice and Constitutional Development in which event this private body and any Group companies, shall be entitled to charge the increased amount per regulation.



I N G W E

INGWE COLLIERIES LIMITED

Registration No 1963/000537/06

**MANUAL COMPILED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF
2000 ("the Act")**

(WS3): INFO ACT: INGWE COLLIERIES ACCESS TO INFO MANUAL

Page 2

PART I

(Information required by Section 51(1)(a) of the Act)

Name of the Private Body	INGWE COLLIERIES LIMITED
Head of the Private Body	MR E G SCHOLTZ
Physical Address	6 HOLLARD STREET MARSHALLTOWN GAUTENG 2001
Postal Address	P O BOX 61820 MARSHALLTOWN 2107
Telephone Number	011 376-9111
Telefax Number	011 376-2228
Designated Information Officer	MR ALAN FLOWER
Telephone Number	011 376 3088
Telefax Number	011 376-2228
E-mail Address	Alan.flower@bhpbilliton.com
Website	www.ingwe.co.za

GENERAL MANAGERS OF OPERATING DIVISIONS

General Manager	Optimum Colliery Mr. H Deale Tel: 013 296-5000 Fax 013 296-1138
General Manager	Middleburg Mine Mr. R Curtis Tel: 013 249-3124 Fax: 013 243-3014
General Manager	Douglas Colliery Mr. L Pinel Tel: 013 687-5076 Fax: 013 687-9029
General Manager	Khutala Colliery Mr. J Heystek Tel: 013 648-5001 Fax: 013 648-1076
General Manager	Koomfontein Mines Mr. J Ferguson Tel: 013 295-5003 Fax: 013 295-3185
General Manager	Rietspruit Mine Mr. R Hugo Tel: 013 688-1130 Fax: 013 688-6636
General Manager	Delmas Colliery Mr. N von Ronge Tel: 013 665-7002 Fax: 013 665-7016
General Manager	Zululand Anthracite Colliery Mr. J Page Tel: 0358 700 702 Fax: 0358 700 389

Ancillary Services	
General Manager	Hexagon Business Solutions Mr. D N Lourens Tel: 013 653-1130 Fax: 013 653-1199
General Manager	Khanya Laboratories Mr. H Mouton Tel: 013 246-1671 Fax: 013 246-1909
General Manager	Mine Closure Operations Mr. Mr. C G Naude Tel: 013 689-3168 Fax: 013 689-3179
General Manager	ICampus Mrs. J Ferguson Tel: 013 689-3133 Fax: 013 689-3017

PART II

(Information required by Section 51(1)(b) of the Act)

Section 51(1)(b) of the Act calls for a description of the guide referred to in Section 10 of the Act, if available, and how to obtain access to it.

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The SAHRC

PAIA Unit

The Research and Documentation Department

Postal Address : Private Bag 2700
Houghton
2041
Telephone : +27 11 484 8300
Telefax : +27 11 484 0582
Website : www.sahrc.org.za
E-mail : paia@sahrc.org.za

PART III

(Copy of Notice, if any, required under Section 51(1)(c) of the Act)

None.

PART IV

(Information required under Section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation :

Income Tax Act 58 of 1962 (Section 75(1)).
Unemployment Insurance Act 30 of 1966 (Sections 32 and 33).
Value-Added Tax Act 89 of 1991 (Section 55).
Compensation for Occupational Injuries and Diseases Act 130 of 1993 (Section 81).
Labour Relations Act 66 of 1995 (Section 205).
Basic Conditions of Employment Act 75 of 1997 (Sections 29(4) and 31).
Employment Equity Act 55 of 1998 (Section 26).
Skills Development Levies Act 9 of 1999 (Section 13).
Mine Health and Safety Act 29 of 1996.
Pension Funds Act, 24 of 1956
Tax on Retirement Funds Act, 38 of 1996
Regional Services Councils Act, 109 of 1985
Occupational Health and Safety Act; 85 of 1993

PART V

(Information required under Section 51(1)(e) of the Act)

Head Office

Memorandum and Articles of Association of various Group Companies.
Annual Reports of public companies.
Safety Health and Environmental ("SHE") Report.
Title Deeds, Licences and Permits held by the Group Companies available also from the Department of Minerals and Energy and Registrar of Deeds.

(WSS): INFO ACT: INGIWE COLLIERIES ACCESS TO INFO MANUAL

Page 6

Optimum Colliery

Categories of records held in the following departments:

DEPARTMENT

Human Resources

RECORDS

Method of maintaining clinic records
 HIV/AIDS Statistics (results of prevalence testing)
 Statutory health and safety records
 Standard operating procedures/health and safety and environmental matters
 Training records (policies and procedural training manuals)
 Standard Operating Procedures in respect of HR issues
 Collective Agreements with trade unions

Finance and Administration

Payroll procedures
 Pro-forma tender procedures
 Payment procedures and invoice procedures
 Stores requisitions
 Order procedures

Technical Services

Environmental standards
 Geology (borehole locations)
 Mining plans
 Grades of ore
 Monthly measures on production

Operational Units (Divided
 into two units)
 Mining and
 Metallurgical

Mining
 Personnel records
 Mining plants
 Ore reserves
 Mining off survey plans (Geologists retain copies)
 Blasting records

Metallurgical
 Grades and kilograms produced

Security

Operating procedures

Engineering

Plans
 Layout of shafts
 Building structures
 Information about water pollution
 Technical services

Middelburg Mine

Categories of records held in the following departments:

DEPARTMENT

Human Resources

RECORDS

Method of maintaining clinic records
 HIV/AIDS Statistics (results of prevalence testing)
 Statutory health and safety records
 Standard operating procedures/health and safety and environmental matters
 Training records (policies and procedural training manuals)
 Standard Operating Procedures in respect of HR issues
 Collective Agreements with trade unions

Finance and Administration

Payroll procedures
 Pro-forma tender procedures
 Payment procedures and invoice procedures
 Stores requisitions
 Order procedures

Technical Services

Environmental standards
 Geology (borehole locations)
 Mining plans
 Grades of ore
 Monthly measures on production

Operational Units (Divided
 into two units)
 Mining and
 Metallurgical

Mining
 Personnel records
 Mining plants
 Ore reserves
 Mining off survey plans (Geologists retain copies)
 Blasting records

Metallurgical
 Grades and kilograms produced

Security

Operating procedures

Engineering

Plans
 Layout of shafts
 Building structures
 Information about water pollution
 Technical services

(WS3): INFO ACT: INGWE COLLIERIES ACCESS TO INFO MANUAL

Page 8

Douglas Colliery

Categories of records held in the following departments:

DEPARTMENT**RECORDS**

Human Resources

Method of maintaining clinic records
 HIV/AIDS Statistics (results of prevalence testing)
 Statutory health and safety records
 Standard operating procedures/health and safety and environmental matters
 Training records (policies and procedural training manuals)
 Standard Operating Procedures in respect of HR issues
 Collective Agreements with trade unions

Finance and Administration

Payroll procedures
 Pro-forma tender procedures
 Payment procedures and invoice procedures
 Stores requisitions
 Order procedures

Technical Services

Environmental standards
 Geology (borehole locations)
 Mining plans
 Grades of ore
 Monthly measures on production

Operational Units (Divided
 into two units)
 Mining and
 Metallurgical

Mining
 Personnel records
 Mining plants
 Ore reserves
 Mining off survey plans (Geologists retain copies)
 Blasting records

Metallurgical

Grades and kilograms produced

Security

Operating procedures

Engineering

Plans
 Layout of shafts
 Building structures
 Information about water pollution
 Technical services

Khutala Colliery

Categories of records held in the following departments:

DEPARTMENT

Human Resources

RECORDS

Method of maintaining clinic records
HIV/AIDS Statistics (results of prevalence testing)
Statutory health and safety records
Standard operating procedures/health and safety and environmental matters
Training records (policies and procedural training manuals)
Standard Operating Procedures in respect of HR issues
Collective Agreements with trade unions

Finance and Administration

Payroll procedures
Pro-forma tender procedures
Payment procedures and invoice procedures
Stores requisitions
Order procedures

Technical Services

Environmental standards
Geology (borehole locations)
Mining plans
Grades of ore
Monthly measures on production

Operational Units (Divided into two units)
Mining and Metallurgical

Mining
Personnel records
Mining plants
Ore reserves
Mining off survey plans (Geologists retain copies)
Blasting records

Metallurgical

Grades and kilograms produced

Security

Operating procedures

Engineering

Plans
Layout of shafts
Building structures
Information about water pollution
Technical services

Koornfontein Mines

Categories of records held in the following departments:

DEPARTMENT	RECORDS
Human Resources	Method of maintaining clinic records HIV/AIDS Statistics (results of prevalence testing) Statutory health and safety records Standard operating procedures/health and safety and environmental matters Training records (policies and procedural training manuals) Standard Operating Procedures in respect of HR issues Collective Agreements with trade unions
Finance and Administration	Payroll procedures Pro-forma tender procedures Payment procedures and invoice procedures Stores requisitions Order procedures
Technical Services	Environmental standards Geology (borehole locations) Mining plans Grades of ore Monthly measures on production
Operational Units (Divided into two units) Mining and Metallurgical	<u>Mining</u> Personnel records Mining plants Ore reserves Mining off survey plans (Geologists retain copies) Blasting records <u>Metallurgical</u> Grades and kilograms produced
Security	Operating procedures
Engineering	Plans Layout of shafts Building structures Information about water pollution Technical services

Rietspruit Mine

Categories of records held in the following departments:

DEPARTMENT**RECORDS**

Human Resources

Method of maintaining clinic records
HIV/AIDS Statistics (results of prevalence testing)
Statutory health and safety records
Standard operating procedures/health and safety and environmental matters
Training records (policies and procedural training manuals)
Standard Operating Procedures in respect of HR issues
Collective Agreements with trade unions

Finance and Administration

Payroll procedures
Pro-forma tender procedures
Payment procedures and invoice procedures
Stores requisitions
Order procedures

Technical Services

Environmental standards
Geology (borehole locations)
Mining plans
Grades of ore
Monthly measures on production

Operational Units (Divided into two units)
Mining and Metallurgical

Mining
Personnel records
Mining plants
Ore reserves
Mining off survey plans (Geologists retain copies)
Blasting records

Metallurgical
Grades and kilograms produced

Security

Operating procedures

Engineering

Plans
Layout of shafts
Building structures
Information about water pollution
Technical services

Zululand Anthracite Colliery

Categories of records held in the following departments:

DEPARTMENT**RECORDS**

Human Resources

Method of maintaining clinic records
HIV/AIDS Statistics (results of prevalence testing)
Statutory health and safety records
Standard operating procedures/health and safety and environmental matters
Training records (policies and procedural training manuals)
Standard Operating Procedures in respect of HR issues
Collective Agreements with trade unions

Finance and Administration

Payroll procedures
Pro-forma tender procedures
Payment procedures and invoice procedures
Stores requisitions
Order procedures

Technical Services

Environmental standards
Geology (borehole locations)
Mining plans
Grades of ore
Monthly measures on production

Operational Units (Divided into two units)
Mining and Metallurgical

Mining
Personnel records
Mining plants
Ore reserves
Mining off survey plans (Geologists retain copies)
Blasting records

Metallurgical

Grades and kilograms produced

Security

Operating procedures

Engineering

Plans
Layout of shafts
Building structures
Information about water pollution
Technical services

Mine Closure Operations

Categories of records held in the following departments:

DEPARTMENT

Human Resources

RECORDS

Method of maintaining clinic records
HIV/AIDS Statistics (results of prevalence testing)
Statutory health and safety records
Standard operating procedures/health and safety and environmental matters
Training records (policies and procedural training manuals)
Standard Operating Procedures in respect of HR issues
Collective Agreements with trade unions

Finance and Administration

Payroll procedures
Pro-forma tender procedures
Payment procedures and invoice procedures
Stores requisitions
Order procedures

Technical Services

Environmental standards
Geology (borehole locations)
Mining plans
Grades of ore
Monthly measures on production

Operational Units (Divided into two units)
Mining and Metallurgical

Mining
Personnel records
Mining plants
Ore reserves
Mining off survey plans (Geologists retain copies)
Blasting records

Metallurgical

Grades and kilograms produced

Security

Operating procedures

Engineering

Plans
Layout of shafts
Building structures
Information about water pollution
Technical services

Hexagon Business Solutions

Categories of records held in the following departments:

DEPARTMENT

Human Resources

RECORDS

Method of maintaining clinic records
HIV/AIDS Statistics (results of prevalence testing)
Statutory health and safety records
Standard operating procedures/health and safety and environmental matters
Training records (policies and procedural training manuals)
Standard Operating Procedures in respect of HR issues
Collective Agreements with trade unions

Finance and Administration

Payroll procedures
Pro-forma tender procedures
Payment procedures and invoice procedures
Stores requisitions
Order procedures

ICampus

Categories of records held in the following departments:

DEPARTMENT

Human Resources

RECORDS

Method of maintaining clinic records
HIV/AIDS Statistics (results of prevalence testing)
Statutory health and safety records
Standard operating procedures/health and safety and environmental matters
Training records (policies and procedural training manuals)
Standard Operating Procedures in respect of HR issues
Collective Agreements with trade unions

Finance and Administration

Payroll procedures
Pro-forma tender procedures
Payment procedures and invoice procedures
Stores requisitions
Order procedures

Khanya Laboratories

Categories of records held in the following departments:

DEPARTMENT

Human Resources

RECORDS

Method of maintaining clinic records
HIV/AIDS Statistics (results of prevalence testing)
Statutory health and safety records
Standard operating procedures/health and safety and environmental matters
Training records (policies and procedural training manuals)
Standard Operating Procedures in respect of HR issues
Collective Agreements with trade unions

Finance and Administration

Payroll procedures
Pro-forma tender procedures
Payment procedures and invoice procedures
Stores requisitions
Order procedures

PART VI

(Other information as may be prescribed under Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has not made any regulations under this provision of the Act.

PART VII

(Request procedure)

Form of Request

A requester must use the prescribed form set out in Regulation 10 of the Regulations (See: Government Notice R187 of 15 February 2002) to the Act in order to make a request for access to a record. The request must be made to the Designated Information Officer, Mr A Flower, whose details are contained in Part One of this manual.

It is important for the requester to complete the prescribed form, a copy of which appears in this manual (see Form "A") to enable the Designated Information Officer to identify the record sought and the type of access required. The requester must explain the right which is sought to be exercised or to be protected and explain fully why such record is required and for what purpose.

If the request is made on behalf of another person, then the requester must submit proof of capacity made by such other person and to the satisfaction of the Designated Information Officer.

Fees

A requester who seeks access to a record containing personal information about himself or herself is not required to pay the prescribed fee before the request is processed. Every other requester who is not a personal requester must pay the prescribed fee before the request can be processed. The schedule of fees is set out in this manual. (See "Fees List").

GENERAL

Copyright

Where copyright subsists in the information and other resources contained in this manual, Ingwe Collieries is the holder thereof and disclosure will not be permitted in the absence of the written permission of the Chief Executive Officer.

Unauthorised reproduction, adaptation, distribution or commercial exploitation of the work beyond the limited use of information permitted by law is prohibited.

Liability

While every effort is made to publish reliable information in this manual, it cannot guarantee that this information is both complete and accurate and makes no representation in that regard. All users of this resource are therefore cautioned to use the information entirely at their own risk.

Ingwe Collieries will not be liable for any loss or damage, action, proceedings, claims, demands, liability, damages, costs, charges or expenses, howsoever arising, as a result of the use of the website or the information contained in this manual. All users agree to submit exclusively to the laws of the Republic of South Africa and the jurisdiction of the Courts of the Republic of South Africa in respect of any dispute arising out of the use of the website or the information contained in this manual.

Ingwe Collieries reserves the right to refuse to disclose information that is the subject of a request where there are grounds for refusal of access to such records in terms of Chapter 4, Part 3 of the Act.

FEES LIST

FEES IN RESPECT OF PRIVATE BODIES

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

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

	Rand/Cents
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A-4 size page or part thereof held on a computer or in electronic machine – readable form	0,75
(c) For a copy on a computer – readable form on-	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) for a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) for a copy of visual images	60,00
(e) (i) for a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) for a copy of an audio record	30,00

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

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

	Rand/Cents
1(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A-4 size page or part thereof held on a computer or in electronic machine – readable form	0,75
(c) For a copy on 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 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.	

The fees in respect of private bodies appears in Government Notice R187 of 15 February 2002. The fees so payable may be increased by the Department of Justice and Constitutional Development in which event this private body and any Group companies, shall be entitled to charge the increased amount per regulation.

FORM A

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

[Regulation 10]

A. Particulars of private body

Name of Private Body: _____

Designated Information Officer: _____

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

Email 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 therefor.*

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 proved 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:

NOTES:

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

Mark the appropriate box with an "X".

1. If the record is in written or printed form -			
Copy of record*		Inspection of record	
2. If record consists of visual images -			
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
View the images		Copy of the images*	
3. If record is held on computer or in an electronic or machine-readable form -			
Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form -			
Printed copy of record*		Printed copy of information derived from the record*	
		Copy in computer readable form* (stiffy or compact disc)	

(WS3): INFO ACT: INGWE COLLIERIES ACCESS TO INFO MANUAL

Page 24

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

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 requested record is required for the exercising or protection of the
aforementioned right: _____

H. Notice of decision regarding request for access

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

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

(WS3): INFO ACT: INGWE COLLIERIES ACCESS TO INFO MANUAL

Page 25

Signed at _____ this _____ day of _____ 20__

Signature of Requester
/Person on whose behalf request is made

(Please print full names and capacity)

(WSS): INFO ACT: INGWE COLLIERIES ACCESS TO INFO MANUAL

Page 26

Dormant Companies		Registration No.
Colliery Officials Training Centre (Pty) Ltd		1965/007726/07
D & H Coal Ltd		1966/006545/06
Douglas Colliery Ltd		1895/001213/06
Duvha Opencast Services (Pty) Ltd		1977/003152/07
Federale Prospekteerders Bpk		1953/002424/06
Free State Farmers Mutual Exploration & Mining Corporation (Pty) Ltd		1950/035994/07
McAlpine SA Ltd		1948/031900/06
Moretele Coal company (Pty) Ltd		1984/000161/07
Savage & Lovemore Mining (Pty) Ltd		1975/001660/07
Services Companies		
Douglas Colliery Services Ltd	100%	1946/023701/06
Ermelo Mines Services (Pty) Ltd	100%	1971/003195/07
Middelburg Mine Services (Pty) Ltd	100%	1970/016498/07
Rietspruit Mine Services (Pty) Ltd	100%	1970/000013/07
Other Subsidiaries of Ingwe Collieries Ltd		
Kangwane Anthracite (Pty) Ltd	60%	1980/007333/07
Manhattan Syndicate Ltd	50.05%	1893/000815/06
Property and Mineral Rights Companies		
Transvaal and Delegoa Bay Investment Company Ltd	100%	1895/000917/06
Ingwe Surface Holdings Ltd	100%	1969/016351/06
Pienaarsrivier Mynboumaatskappy Bpk	100%	1951/003641/06
Roedtan Mining Co. (Pty) Ltd	100%	1957/002013/06
Settlers Mynboumaatskappy Bpk	100%	1955/003335/06

Trusts		
Ingwe Environmental Trust Fund		



ACCESS TO INFORMATION MANUAL

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

This Manual applies to information and records held by the following private body:

Name of Private Body	HILLSIDE ALUMINIUM LIMITED
Registration No.	2001/004091/06
Head of the Private Body	Mr R. Guilbault, General Manager
Physical Address	9 West Central Arterial Richards Bay 3900 Republic of South Africa
Postal Address	P O Box 897 Richards Bay 3900 Republic of South Africa
Telephone Number	+27 (0)35 908 8111
Telefax Number	+27(0)35 908-8160
Designated Information Officer	Anthony Holmes
Telephone Number	+27 (0)35 908 8928
Telefax Number	+27 (0)35 908 8810
Electronic Mail Address	Anthony.holmes@bhpbilliton.com
Website Address	www.hillside.co.za

(The above information is supplied in accordance with Section 51(1)(a) of the Act)

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	1 of 12

1. PREAMBLE

The Promotion of Access to Information Act, 2 of 2000 ("the Act") came into operation on 9 March 2001. The Act seeks to give natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise them or protect their rights.

Section 51 of the Act obliges private bodies to compile a Manual which would assist a person in obtaining access to information held by such a private body and stipulates the minimum requirements that a manual has to comply with.

2. OBJECTIVES OF MANUAL

The objectives of this Manual are:

- To provide a list of all records held by Hillside Aluminium Limited;
- To set out the requirements with regard to who may request information in terms of the Act as well as the grounds on which a request may be denied;
- To define the manner and form in which a request for information must be submitted.

3. INTRODUCTION TO HILLSIDE ALUMINIUM LIMITED

Hillside Aluminium Limited ("Hillside") is situated in Richards Bay, northern Kwa-Zulu Natal and is South Africa's major producer of primary aluminium. Hillside is a half a million tons per year greenfield aluminium smelter.

Our aim is to produce primary aluminium in a safe, consistent and reliable manner by continually focusing on low cost and high quality to ensure international competitiveness.

Hillside users French-based Aluminium Pechiney AP30 technology and is one of the world's cleanest and most efficient smelters. The reduction pots are the largest in commercial production worldwide. The 576 pots operate at about 320 000 amps and consume less than 13,7 MWh of electric energy per ton of aluminium produced.

4. ENTRY POINT FOR REQUESTS

In order to ensure proper compliance with the Act, the Information Officer, acting under the supervision of the head of the body, has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of the Act.

All requests in terms of the Act must be addressed to: **The Information Officer**

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	2 of 12

Physical Address : Hillside Aluminium
9 West Central Arterial
RICHARDS BAY

Postal Address : PO Box 897
RICHARDS BAY
3900

Other : Telephone – (035) 908 8928 or 908 8111
Facsimile – (035) 908 8279
E-mail – anthony.holmes@bhpbilliton.com

5. REQUEST PROCEDURE

5.1 Completion of Prescribed Form

Any request for access to a record in terms of the Act must substantially correspond with form C of Annexure B to Government Notice No. R.187 dated 15 February 2002 (a specimen of which appears at the end of this Manual), and should be specific in terms of the record requested.

A request which does not comply with the formalities as prescribed by the Act will be returned to the requester.

5.2 Proof of Identity

Proof of identity is required to authenticate the request and the requester. In view hereof, a requester will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of their identity document or other legal forms of identity.

5.3 Request fees

Section 54 of the Act entitles a company to levy a charge or request a fee to enable the company to recover the cost of processing a request and providing access to records in terms of the Act. The fees that may be charged are set out in Regulation 9(2)(c) to the Act.

Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

6. GROUNDS FOR THE REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	3 of 12

- information for the protection of the privacy of individuals (Section 63);
- information for the protection of commercial information and confidential information of third parties (Section 64 and Section 65);
- information for the protection of the safety of individuals and the protection of property (Section 66);
- information privileged from production in legal proceedings (Section 67);
- commercial information of the company (Section 68);
- research information (Section 68).

7. AVAILABILITY OF THE MANUAL - SECTION 51(3)

In accordance with paragraph 9(1) of the Regulations to the Act, this manual has been made available to the Human Rights Commission and will be published on the Hillside website (www.hillside.co.za).

8. PARTICULARS REQUIRED IN TERMS OF SECTION 51 OF THE ACT

8.1 CONTACT DETAILS - SECTION 51(1)(a)

Hillside's contact details appear on the cover page of this Manual.

8.2 DESCRIPTION OF THE GUIDE - SECTION 51(1)(b)

Section 10 of the Act imposes a duty on the Human Rights Commission to "compile in each official language a guide containing such information, in an easy comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the Act." This Guide has to be published on 15 August 2003.

Please direct any queries to:

The Human Rights Commission:

Postal Address: Private Bag 2700
Houghton
2041

Telephone : +27 (0) 11 484-8300
Fax : +27 (0) 11 484-0582
Website : www.sahrc.org.za

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	4 of 12

8.3 CATEGORIES OF RECORDS OF THE BODY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF SECTION 52(2) - SECTION 51(1)(c)

Current information displayed on Hillside's Website.

8.4 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION - SECTION 51(1)(d)

Where applicable to our operations, information is also available or alternatively, we retain records and documents in terms of certain provisions of the following statutes, as amended from time to time:

- Atmospheric Pollution Prevention Act 45 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Constitution of the Republic of South Africa 108 of 1996
- Customs and Excise Act 91 of 1964
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Environmental Conservation Act 73 of 1989
- Exchange Control Regulations
- General Laws 6 Amendment Act 204 of 1993
- Hazardous Substances Act 15 of 1973
- Hazardous Chemicals Substances Regulations (GNR 1179 of 25 August 1995)
- Health Act 63 of 1977
- Income Tax Act 58 of 1962
- Inside Trading Act 135 of 1998
- Labour Relations Act 66 of 1995
- Medical Schemes Act 131 of 1998
- National Environment Management Act 107 of 1998
- National Road Traffic Act 93 of 1996
- National Roads Act 54 of 1971
- National Water Act 36 of 1999
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Physical Planning Act 88 of 1967
- Regional Services Levy legislation
- Richards Bay Bylaws Regarding Nuisances (PN 534 of 8 December 1988)
- Richards Bay Bylaws relating to fire prevention and matters incidental thereto (PN 323 of 28 July 1984)
- Richards Bay Bylaws relating to the discharge of sewerage, industrial effluents and other substances (MN 105 of 10 May 1990)
- Road Transportation Act 74 of 1977
- Skills Development Act 97 of 1998

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	5 of 12

- Skills Development Levies Act 9 of 1999
- Standards Act 29 of 1993
- Telecommunications Act 103 of 1965
- Unemployment Insurance Act 30 of 1996
- Value Added Tax Act 58 of 1962
- Water Act 54 of 1956

8.5 DESCRIPTION OF THE SUBJECT OF THE RECORDS HELD AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED - SECTION 51(1)(e)

A description of the subjects of the records held by Hillside and the categories in which these subjects are classed are set out below:

COMPANY SECRETARIAL AND RISK MANAGEMENT

- Annual financial statements
- Approval framework
- Certificate of change of name and reservation of name
- Certificate of incorporation
- Certificate or list of directors
- Consents to act as director or officer or other directorships
- Contents of register of directors, auditors and officers
- External audit reports
- Insurance policies and insurance register
- Internal audit reports
- Memorandum and articles of association
- Minutes of meetings
- Notice of consent to appoint, change of name, or resignation of company secretary
- Notice of registered office and postal address
- Policies and procedures
- Resolutions of directors
- Risk register
- Security
- Securities transfer forms
- Share certificates of subsidiary company
- Statutory returns

FINANCE AND TREASURY

- Annual financial statements
- Asset register
- Balanced scorecard and other key performance indicator information
- Bank statements
- Banking details and bank account records

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	6 of 12

- BHP Billiton accounting policy manual
- Bookkeeping
- Budget records
- Business operating policy documents
- Debtors & creditors statements and invoices
- Documents relating to ip (e.g. trademarks and brands)
- Executive information system information
- Internal management reports
- Loans
- Motor vehicle licences
- Payment records
- Projects
- Policies and procedures
- Regional services council returns
- SARS reports and tax and vat returns
- UK, US, Australian and SA GAAP
- United States SEC regulations

LEGAL

- Agreements
- Litigation proceedings
- Notarial deeds of servitude
- Procedure to appoint external counsel
- Procedure to execute documents
- Title deeds

PENSION / PROVIDENT FUND MANAGEMENT

- Administration
- Booklets
- Claim files
- Communications
- Deceased estates
- Declarations
- Dependants
- Forms
- Funds
- Medication
- Membership
- Minutes of trustees meetings

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	7 of 12

COMMERCIAL

- Agreements
- Audits
- Correspondence with vendors
- Securities (performance bonds and bank guarantees)
- Policies and procedures
- Tender Information
- Vendor assessment documentation

MARKETING

- Agreements
- Approval framework
- Audits
- BHP Billiton credit risk management policy framework
- Business plans and forecasts
- Credit sales agreements
- Customer credit assessments
- Forex
- Minutes of meetings
- Policies and procedures
- Securities (bank guarantees, suretyships and bonds)

INFORMATION TECHNOLOGY

- Correspondence with internal and external parties
- Intranet
- Policies and procedures
- Project, disaster recovery and implementation plans
- Software licences
- System documentation and manuals

HEALTH, SAFETY AND ENVIRONMENT

- Annual sustainability reports
- Audits
- Environmental procedures
- Health, safety, environment, community & quality policy
- Incident reports
- ISO certification
- Minutes
- OHS Act appointments
- Permits, licences, approvals, authorisations, applications & registrations
- Policies and procedures

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	8 of 12

- Projects
- Reports of compliance to relevant authorities
- Risk control documentation

HUMAN RESOURCES

- Agreements
- Appointments
- Audits
- Benefit arrangements rules and records
- Communications booklets, brochures, newsletters and other literature
- Compensation for occupational injuries
- Deferred compensation
- Disciplinary procedure
- Employee assistance programme
- Employee information
- Employment equity plans, returns and reports
- Facilities management
- Forms and applications
- Group life assurance cover
- Health Centre service and procedures
- Housing guarantees and bond cover
- Learnerships
- Maintenance, safety and security
- Medical aid rules
- Motor vehicle scheme
- Policies, codes, rules and procedures
- Professional society membership
- Skills development returns and reports
- Standard letters and notices
- Study assistance
- Training plans and procedures
- Unemployment insurance cover(UIF)
- Workplace and union agreements and records

OTHER DEPARTMENTS

- Approvals
- Audits and assessments
- Authorisations
- Balance Scorecard and key performance indicators
- Consents
- Contractor and supplier agreements and information
- Drawings and specifications
- Licenses
- Permits

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	9 of 12

- Policies and procedures
- Registrations
- Reports and supporting documentation

8.6 OTHER INFORMATION AS MAY BE PRESCRIBED - SECTION 51(1)(f)

Not applicable

GENERAL

Copyright

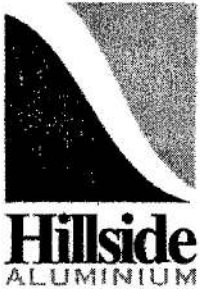
Where copyright subsists in the information and other resources contained in this Manual, the Company is the holder thereof and disclosure will not be permitted in the absence of the written permission of the head of the private body referred to under Part 1 hereof. Unauthorised reproduction, adaptation, distribution or commercial exploitation of the work beyond the limited use of information permitted by law is prohibited.

Liability

While every effort has been made to publish reliable information in this Manual, Hillside cannot guarantee that this information is both complete and accurate and makes no representation in that regard. All users of this resource are therefore cautioned to use the information entirely at their own risk. Hillside will not be liable for any loss or damage, action, proceedings, claims, demands, liability, damages, costs, charges or expenses, howsoever arising, as a result of the use of Hillside's Website or the information contained in this Manual.

Hillside reserves the right to refuse to disclose information that is the subject of a request where there are grounds for refusal of access to such records in terms of Chapter 4 of the Act.

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	10 of 12

**GENERAL
MANAGEMENT****PRGA0017****REQUESTS
FOR ACCESS TO
INFORMATION****REQUEST FOR ACCESS TO A RECORD HELD BY HILLSIDE
ALUMINIUM**

*(Section 53(1) read with Regulation 10 of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)*

TO: The Information Officer, Hillside Aluminium Limited

A. Particulars of private body

HILLSIDE ALUMINIUM LIMITED
PO BOX 897
RICHARDS BAY
3880

FAX 035 – 908 8279
Email anthony.holmes@bhpbilliton.com

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requested access to the records given below.*
(b) *The address and / fax number in the Republic 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 surnames : _____
Identity Number : _____
Postal Address : _____
Fax Number: : _____

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	11 of 12

Telephone Number : _____

Electronic Mail Address : _____

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

Reason for the request : _____

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 surnames : _____

Identity Number : _____

D. Particulars of record

- (a) *Provide full particulars of the records to which access is requested, including reference numbers if that is known to you, to enable the record to be located.*
- (b) *If the space provided 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 the record:

DOCUMENT NO.	REVISION	PRINT DATE	PAGE NO
FMGA0014	1.0	02/14/03	12 of 12

FERMENTECH (PROPRIETARY) LIMITED
Registration no. 1977/000741/07
 (Hereinafter referred to as "Fermentech")

**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	1
3. Guide in terms of Section 10 of the Act	2
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 FERMENTECH (PROPRIETARY) LIMITED in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

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 FERMENTECH 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.J M Vorster should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from FERMENTECH.

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, available at the offices of FERMENTECH from time to time;
"FERMENTECH"	shall mean FERMENTECH, a company which is inter alia involved in, blending, bagging, and distribution of granular Fertilizer;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The company secretary has been appointed as the Information Officer of FERMENTECH, 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:	FERMENTECH (PROPRIETARY) LIMITED Registration no.1977/000741/07
Appointed Information Officer:	Mr.J M Vorster

Address: 272 Pretoria Avenue, Ferndale, Randburg
Postal address: P.O. Box 3836, Randburg, 2125
Telephone: [011] 293-6800
Fax: [011] 7895320
E-mail: vossie@kynoch.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
E-mail: PAIA@sahrc.org.za

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

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

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

FERMENTECH keeps information / documents in accordance with the following legislation:

- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- 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
- National Water Act, Nr.36 of 1998
- National Environmental Management Act Nr.107 of 1998
- Environment Conservation Act Nr.73 of 1989
- Atmospheric Pollution Prevention Act Nr.45 of 1965

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 FERMENTECH IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

FERMENTECH holds the information / documents listed herein below:

- Financial and Secretarial documents
- 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 FERMENTECH 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, as per section 53 of the Act, 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 FERMENTECH.
 - 8.2 Copies of the manual may be obtained, subject to the fees, at the offices of FERMENTECH.
 - 8.3 The manual will be published in the *Government Gazette*.
-

SIDI PARANI (PROPRIETARY) LIMITED**Registration no. 1973/011784/07**

(Hereinafter referred to as "Sidi")

**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	1
3. Guide in terms of Section 10 of the Act	2
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 SIDI PARANI (PROPRIETARY) LIMITED in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

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 SIDI 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.J M Vorster should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from SIDI.

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, available at the offices of SIDI from time to time;
"SIDI"	shall mean SIDI, a company which is inter alia involved in the manufacturing, blending, bagging, marketing and sales distribution of granular and liquid Fertilizer;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The company secretary has been appointed as the Information Officer of SIDI, 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:

SIDI PARANI
(PROPRIETARY) LIMITED
Registration no.1973/011784/07

Appointed Information Officer: Mr.J M Vorster
Address: 272 Pretoria Avenue, Ferndale, Randburg
Postal address: P.O. Box 3836, Randburg, 2125
Telephone: [011] 293-6800
Fax: [011] 7895320
E-mail: vossie@kynoch.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
E-mail: PAIA@sahrc.org.za

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

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

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

SIDI keeps information / documents in accordance with the following legislation:

- Fertilizer, Farm feed, Agricultural remedies, and Stock remedies Act of 1947
Act 36 of 1947
- 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
- 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
- National Water Act, Nr.36 of 1998
- National Environmental Management Act Nr.107 of 1998

- Environment Conservation Act Nr.73 of 1989
- Atmospheric Pollution Prevention Act Nr.45 of 1965
- 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 SIDI IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

SIDI holds the information / documents listed herein below:

- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Human Resources (information of past, present and prospective employees and directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund
- Financial and Secretarial documents

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 SIDI 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, as per section 53 of the Act, 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 SIDI.
 - 8.2 Copies of the manual may be obtained, subject to the fees, at the offices of SIDI.
 - 8.3 The manual will be published in the *Government Gazette*.
-

KYNOCH FERTILIZER (PROPRIETARY) LIMITED
Registration no. 1990/004337/07
 (Hereinafter referred to as "Kynoch")

**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	1
3. Guide in terms of Section 10 of the Act	2
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 KYNOCH FERTILIZER (PROPRIETARY) LIMITED in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

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 KYNOCH 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.J M Vorster should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from KYNOCH.

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, available at the offices of KYNOCH from time to time;
"KYNOCH"	shall mean KYNOCH, a company which is inter alia involved in the manufacturing, blending, bagging, marketing and sales distribution of granular and liquid Fertilizer;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The company secretary has been appointed as the Information Officer of KYNOCH, 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:

KYNOCH FERTILIZER
 (PROPRIETARY) LIMITED
 Registration no.1990/004337/07

Appointed Information Officer: Mr.J M Vorster
Address: 272 Pretoria Avenue, Ferndale, Randburg
Postal address: P.O. Box 3836, Randburg, 2125
Telephone: [011] 293-6800
Fax: [011] 7895320
E-mail: vossie@kynoch.co.za
Website address: www.kynoch.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
E-mail: PAIA@sahrc.org.za

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

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

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

KYNOCH keeps information / documents in accordance with the following legislation:

- Fertilizer, Farm feed, Agricultural remedies, and Stock remedies Act of 1947
Act 36 of 1947
- 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
- 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
- National Water Act, Nr.36 of 1998

- National Environmental Management Act Nr.107 of 1998
- Environment Conservation Act Nr.73 of 1989
- Atmospheric Pollution Prevention Act Nr.45 of 1965
- 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 KYNOCH IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

KYNOCH holds the information / documents listed herein below:

- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Human Resources (information of past, present and prospective employees and directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund
- Financial and secretarial documents

The KYNOCH website address is www.kynoch.co.za, and it is accessible to anyone with access to the internet. It contains a profile on KYNOCH, its contact particulars, products and services

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 KYNOCH 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, as per section 53 of the Act, 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 KYNOCH.
- 8.2 Copies of the manual may be obtained, subject to the fees, at the offices of KYNOCH.
- 8.3 The manual will be published in the *Government Gazette*.

**BLOCH GROSS & ASSOCIATES INC (INCORPORATING I.G. FEINBERG)
ATTORNEYS**

**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 BGA in terms of the Act	3
7. Other information	4
8. Availability of the Manual	4

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 Bloch Gross & Associates Inc (Incorporating I.G. Feinberg) 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 Mrs Sarina Fernandez should he/she require any assistance in respect of the organization of this manual and/or the requesting of information/documents from Bloch Gross & Associates Inc (Incorporating I.G. Feinberg).

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 Bloch Gross & Associates Inc (Incorporating I.G. Feinberg)
"Bloch Gross"	shall mean Bloch Gross & Associates Inc (Incorporating I.G. Feinberg) Attorneys, structured as a incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/ organizations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The Assistant Bookkeeper of Bloch Gross has been appointed as the Information Officer of Bloch Gross 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:	Bloch Gross & Associates Inc (Incorporating I.G. Feinberg)
Appointed Information Officer:	Mrs Sarina Fernandez
Address:	6 th Floor, 28 Church Square Pretoria, 0002
Postal address:	PO Box 899 PRETORIA 0001
Telephone:	(012) 328 3550
Fax:	(012) 323 5498

Page Two.

E-mail: ivor@pluto.co.zaWebsite address: www.blochgrossattomeyssa.com**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 information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

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

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

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

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

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

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

Bloch Gross 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 1998 (Section 26)
- Skills Development Act, Nr.97 of 1998
- Medical Schemes Act, Nr.9 of 1999
- Skills Development Levies, 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 BLOCH GROSS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Bloch Gross holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of Bloch Gross.

Page Three.

- 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
- Bloch Gross Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

The Bloch Gross website address is: www.blochgrossattorneyssa.com and is accessible to anyone with access to the internet. It contains a profile on Bloch Gross, 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 Bloch Gross 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 Bloch Gross, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Bloch Gross.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Bloch Gross (www.blochgrossattorneyssa.com) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or on the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

Investment Data Services (Pty) Ltd

(Reg. No 2002/002321/07)

PROMOTION OF ACCESS TO INFORMATION ACT

PREAMBLE

The Promotion of Access to Information Act was promulgated in March 2001.

The Act was put in place in order to enable people of South Africa to have effective access to information, which will enable them to more fully exercise and protect their rights. The promulgation of the Act was designed to foster a culture of transparency and accountability in Public and Private Bodies, as defined.

Investment Data Services is a Private Body as defined in terms of the Act.

This Manual has been prepared in accordance with Section 51 of The Promotion of Access to Information Act, No. 2 of 2000.

Each request will be considered on its merit and the supplier of the information has the right to charge a requester for the information in terms of Annexure A Part III of the Regulations as published in Government Gazette No. 7278 and Section 54 of the Promotion of Access to Information Act.

Any information, which is to be made public in terms of any Act or Regulations, will be made available immediately as requested.

PROMOTION OF ACCESS TO INFORMATION ACT

Contact details

All requests for information are to be made in the **prescribed format**. As set out in Section 51(1)(a) of the Promotion of Access to Information Act and are to be addressed to:

Postal address

Investment Data Services

P O BOX 24

Cape Town

8000

Tel: (021) 402 1600

Fax: (021) 402 1616

Email:

Physical address

8 St. George's Mall

7th Floor

Ovenstone House

Cape Town

8001

PROMOTION OF ACCESS TO INFORMATION ACT

Records available without a person having to request (Section 51(1)(c))

Frequently Asked Questions and relevant Appendices.
Clients Application and Associated Forms.
Client Statements (available to the client only)

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

About Investment Data Services.
Code of Conduct and Ethics

Records that may be requested (Section 51(1)(e))

Internal phone lists.
Address lists.
General house keeping information.
Website address.

PROMOTION OF ACCESS TO INFORMATION ACT

PROCEDURE TO REQUEST INFORMATION FROM Investment Data Services(Pty) Ltd

The information that is readily available can be obtained from the Investment Data Services office either personally, telephonically, e-mail or fax (No fees payable).

Any information not available from the Investment Data Services offices may be requested by completing the prescribed request form and sent either by fax or e-mail to the given address.

Request Forms are available from the Investment Data Services Website (www.idataservices.co.za).

The requester will be notified by Investment Data Services in writing of the receipt of the Request Form.

The requester will be notified within 30 days of the decision as to whether or not to grant the decision and what fees are to be paid.

If the records cannot be found or does not exist, the information officer must notify the requester by way of affidavit or affirmation that is not possible to give access to the record.

The information officer may extend the period of 30 days by a further period not exceeding 30 days.

The information officer failure to respond to the requestor within 30 days period constitutes a deemed refusal of the request.

If the access is granted must be given in the form that is reasonably required by the requestor.

Information officer may grant access only to that portion which the law does not prohibit access to.

If the request is for a record pertaining to third party, the information officer must inform that third party of the request.

The request may be declined in terms of the Act.

A requester that is dissatisfied with an information officer's advice that the request is declined may, within 30 days of notification of the decision, apply to court for relief.

The manual is available at Investment Data Services' offices and can be viewed during normal office hours. Prior arrangements need to be made with the Information Officer of the division concerned.

PROMOTION OF ACCESS TO INFORMATION ACT

FEES

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.

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

■ For every photocopy of an A4-size page or part thereof **R 1,10**

■ For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form **0,75**

■ For a copy in a computer-readable form on
Stiffy disc **7,50**

Compact disc **70,00**

■ For a transcription of visual images, for an A4-size page or part thereof **40,00**

■ For a copy of visual images **60,00**

■ For a transcription of an audio record, for an A4-size page or part thereof **20,00**

■ For a copy of an audio record **30,00**

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

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

■ For every photocopy of an A4-size page or part thereof **R 1,10**

■ For every printed copy of an A4-size page or part thereof held on a computer or in electric or machine-readable form **0,75**

■ For a copy in a computer-readable form on
stiffy disc **7,50**

Compact disc **70,00**

■ For a transcription of visual images, for an A4-size page or part thereof **40,00**

■ For a copy of visual images **60,00**

■ For a transcription of an audio record, for an A4-size page or part thereof **20,00**

■ For a copy of an audio record **30,00**

■ To search for and prepare the record for disclosure, R30,00 for each hour, or part of an hour reasonably required for such search and preparation.

For the purpose of Section 54(2) of the Act, the following applies:

The deposit is required to be paid six hours in advance of the provision of the information.

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 is to be posted to a requester.

SHELCO PROVIDENT BUILDA
(‘the fund’)

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

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

1 CONTACT DETAILS

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

2 FUND DETAILS

- 2.1 Registered name of fund : Shelco Provident Builda
- 2.2 Registered number with the Financial Services Board (‘FSB’) : 12/8/14959
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services (‘SARS’) : 18/20/4/11375

3 GUIDE

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

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

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

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

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

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

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

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

4.2.2 Member records

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

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

4.2.3 Financial records

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

4.2.4 Contractual records

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

5 AVAILABILITY OF MANUAL

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

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

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

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ROBERTS & LOEBENBERG PROVIDENT BUILDA
(‘the fund’)

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

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

1 CONTACT DETAILS

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

2 FUND DETAILS

- 2.1 Registered name of fund : Roberts & Loebenberg Provident Builda
- 2.2 Registered number with the Financial Services Board (‘FSB’) : 12/8/21893
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services (‘SARS’) : 18/20/4/23635

3 GUIDE

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

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

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

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

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

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

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

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

4.2.2 Member records

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

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

4.2.3 Financial records

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

4.2.4 Contractual records

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

5 AVAILABILITY OF MANUAL

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

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

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

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PURDUE PROVIDENT BUILDA
(‘the fund’)

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

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

1 CONTACT DETAILS

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

2 FUND DETAILS

- 2.1 Registered name of fund : Purdue Provident Builda
- 2.2 Registered number with the Financial Services Board (‘FSB’) : 12/8/20914
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services (‘SARS’) : 18/20/4/22195

3 GUIDE

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

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

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

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

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

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

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

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

4.2.2 Member records

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

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

4.2.3 Financial records

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

4.2.4 Contractual records

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

5 AVAILABILITY OF MANUAL

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

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

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

PERMANENT ROOFING PROVIDENT BUILDA
(‘the fund’)

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

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

1 CONTACT DETAILS

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

2 FUND DETAILS

- 2.1 Registered name of fund : Permanent Roofing Provident Builda
- 2.2 Registered number with the Financial Services Board (‘FSB’) : 12/8/30922
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services (‘SARS’) : 18/20/4/40085

3 GUIDE

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

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

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

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

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

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

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

- rules and rule amendments
- FSB certificate of registration
- FSB certificates of name changes, if any
- SARS letter of approval
- trustee registers
- fund minute book and minutes
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- professional indemnity insurance policy
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- participating employer details
- valuation certificates

4.2.2 Member records

- membership application forms
- membership nomination forms

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

4.2.3 Financial records

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

4.2.4 Contractual records

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

5 AVAILABILITY OF MANUAL

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

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

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

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INTROPROPS PROVIDENT BUILDA
('the fund')

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

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

1 CONTACT DETAILS

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

2 FUND DETAILS

- 2.1 Registered name of fund : Introprops Provident Builda
- 2.2 Registered number with the Financial Services Board ('FSB') : 12/8/36075
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services ('SARS') : 18/20/4/40374

3 GUIDE

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

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

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

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

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

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

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

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

4.2.2 Member records

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

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

4.2.3 Financial records

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

4.2.4 Contractual records

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

5 AVAILABILITY OF MANUAL

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

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

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

10th February 2003**BARRIER-NAUTILUS JOINT VENTURE (PTY) LIMITED****SEC 51 MANUAL**

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

51 (a) Details of Company

Barrier-Nautilus Joint Venture (Pty) Ltd is a registered South African private company whose liability is Limited.

Physical Location	:	Duncan Road, Port of Cape Town
Registered Address	:	Duncan Road, Port of Cape Town, 8001
Postal Address	:	P O Box 10113, Caledon Square, 7905
Telephone Number	:	(021) 447 2501
Fax Number	:	(021) 447 2518
Information Officer	:	Malcolm Stewart Mc Donald
Co. Registration No	:	1998\006337\07

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

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

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

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

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

.....2\

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

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

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

- The request must be made to the Information Officer specified above and at the contact numbers detailed.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the company is a separate legal entity from its Pension Funds as well as from those Fund's administrators, auditors, consultants, actuaries and other advisors/service providers. It utilises independent auditors.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The Information Officer will then make a decision whether to grant the request or not and notify the requester in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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

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

51 (a) Details of Company

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

Physical Location	:	Duncan Road, Port of Cape Town
Registered Address	:	Duncan Road, Port of Cape Town, 8001
Postal Address	:	P O Box 10113, Caledon Square, 7905
Telephone Number	:	(021) 447 2501
Fax Number	:	(021) 447 2518
Information Officer	:	Malcolm Stewart Mc Donald
Co. Registration No	:	1972\007301\07

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

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

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

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

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

.....2\

-2-

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

The company keeps financial records as required by the Companies Act 1974 (as amended). These are subject to Annual Audit from which, in terms of Generally Accepted Accounting Practice, Annual Financial Statements are produced for the shareholders of the company. Certain remunerative data is disclosed to S A Revenue Services as required by the Income Tax Act, Skills Development Act and the Unemployment Insurance Levy Act. There are no other acts of parliament that require the release of other records of the company to other select persons. The company does retain records as required, in respect of secretarial and personnel matters as well.

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

- The request must be made to the Information Officer specified above and at the contact numbers detailed.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the company is a separate legal entity from its Pension Funds as well as from those Fund's administrators, auditors, consultants, actuaries and other advisors/service providers. It utilises independent auditors.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The Information Officer will then make a decision whether to grant the request or not and notify the requester in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

...3/

51 (f) Other information as may be prescribed

The company is a member of S.E.I.F.S.A, the Metal Industries Bargaining Council to whose agreements, in addition to various labour acts, it is bound in labour related issues. The pension and provident funds, to which the company subscribes, are independently managed and reported on to the participating members. The company's employees are affiliated to various unions depending on their specific trades.

**ENGINEERED LININGS PROVIDENT BUILDA
(‘the fund’)**

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

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

1 CONTACT DETAILS

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

2 FUND DETAILS

- 2.1 Registered name of fund : Engineered Linings Provident Builda
- 2.2 Registered number with the Financial Services Board (‘FSB’) : 12/8/26024
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services (‘SARS’) : 18/20/4/09322

3 GUIDE

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

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

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

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

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

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

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

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

4.2.2 Member records

- . membership application forms
- . membership nomination forms

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

4.2.3 Financial records

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

4.2.4 Contractual records

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

5 AVAILABILITY OF MANUAL

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

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

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

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BUCCO PENSION BUILDA
(‘the fund’)

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

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

1 CONTACT DETAILS

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

2 FUND DETAILS

- 2.1 Registered name of fund : Bucco Pension Builda
- 2.2 Registered number with the Financial Services Board (‘FSB’) : 12/8/12080
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services (‘SARS’) : 18/20/4/06852

3 GUIDE

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

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

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

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

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

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

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

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

4.2.2 Member records

- . membership application forms
- . membership nomination forms

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

4.2.3 Financial records

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

4.2.4 Contractual records

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

5 AVAILABILITY OF MANUAL

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

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

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

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SECTION 51 MANUAL FOR**Adcorp Recruitment KZN (Pty) Limited*****Prepared in terms of the requirements of the******Promotion of Access to Information Act No 2 of 2000*****Registration Number:**

1997/1875307

Directors:

R McGregor
C Gee
H Joelson
P Papiiah
A Richings

INTRODUCTION TO ADCORP RECRUITMENT KZN

Adcorp Recruitment KZN is part of the JSE listed Adcorp Holdings Group and is a leader in the recruitment advertising, response handling and staffing consulting fields. The company is an accredited advertising agency and includes amongst its operating "brands" Admark Recruitment Advertising, Altolevel Recruitment Advertising, OptimalAd Recruitment Advertising and Response Handling, Admark Personnel Selection and Adcorp Managed Staffing Solutions.

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 Adcorp Recruitment KZN [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)]

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact Details [Section 51(1)(a)]****Company Name:**

Adcorp Recruitment KZN

Operations Director

Mr Tony Richings

Information officer:

Mr Tony Richings

tonyr@ara.adcorp.co.za

Street Address: Strathmore Park
305 Musgrave Road
Durban 4001

Postal address: P O Box 1175
Durban
4000

Telephone: +27 31 202 8069**Fax:** +27 31 202 9391**Website:** www.adcorp.co.za

Note: Public Information on the company is available on the company's website (www.adcorp.co.za)

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

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

The South African Human Rights Commission:

PAIA Unit**The Research and Documentation Department**

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300**Fax:** +27 11 484-1360**Website:** www.sahrc.org.za**E-mail:** PAIA@sahrc.org.za**3. Records available in terms of any other legislation [Section 51 (1) (d)]**

1. Basic Conditions of Employment Act No 75 of 1997
2. Companies Act No 61 of 1973
3. Employment Equity Act No 55 of 1998
4. Labour Relations Act No 66 of 1995
5. Skills Development Act No 97 of 1998
6. Skills Development Levies Act No 9 of 1999
7. Unemployment Insurance Act No 30 of 1996
8. Value Added Tax Act No 89 of 1991
9. Income Tax Act No 95 of 1967

4. Access to records held by Adcorp Recruitment KZN [Section 51 (1) (c) & (e)]**i. Automatic disclosures [Section 51 (1) (c)]**

Information that is freely available

Website Information – www.adcorp.co.za

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

Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

FINANCE AND ADMINISTRATION**1. HUMAN RESOURCES**

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

2. PROCUREMENT

- Asset register
- Procurement policies

3. FINANCIAL MANAGEMENT

- Budgets
- Monthly actuals
- Strategic plans

4. OTHER

- Applicant details as forwarded in response to advertised situations vacant in the form of curriculum vitae and which should be viewed as personal to the applicants who have submitted such.

iii. The request procedures

- A requester must use the prescribed form to make the request for access to information. The request must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address as per Section 53(1) (a).
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2) (d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2) (f)].

Fees

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

- The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3) (b)].
- After the Information Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is available for inspection at Adcorp Recruitment KZN offices and copies are available on our website (www.adcorp.co.za) or alternative copies are available at the SAHRC or in the Gazette. In respect of hard copies, any transmission costs/postage will be for the account of the requester.

SOUTHERN KEY TRADING (PTY) LIMITED

(2002/017175/07)

("SOUTHERN KEY")

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

("The Act")

1 INTRODUCTION

This manual has been prepared to assist persons requesting information and provides procedures to be followed to gain access to information and documentation as provided for in the Act.

Southern Key carries on business as an importer and export of timber and timber related products.

2 CONTACT DETAILS

Name of body : Southern Key Trading (Pty) Limited
Designated person : Neville Beekman
Postal Address : PO Box 188, Anerley, 4230, KZN
Street Address : 3 Daly Street, Port Shepstone, KZN
Telephone : (039) 688 5003
Telefax : (039) 688 5211
Email : moira@beekmanbrothers.co.za

3 GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms Section 10 of the Act, the South African Human Rights Commission shall prepare a guide containing such information as is required in terms of the Act. This guide will be available before the end of August 2003.

The South African Human Rights Commission may be contacted at :

Postal Address : Private Bag 2700, Houghton, 2700
Telephone : (011) 484 8300
Telefax : (011) 484 0582
Website : www.sahrc.org.za

4 INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Southern Key keeps information required by the following legislation. This list is not necessarily exhaustive.

- The Companies Act, Act No 61 of 1973
- Income Tax Act, Act No 58 of 1962
- Value-Added Tax Act, No 89 of 1991

- Customs and Excise Act, 91 of 1964

5 INFORMATION HELD BY SOUTHERN KEY IN TERMS OF THE ACT

Southern Key holds the following categories of information and documentation:

- Customs and excise licenses and registration
- Statutory company documents
- Commercial and standard trading documents
- Financial records
- Commercial contracts

Information and documents relating to the above may be accessed in terms of the Act. Information and documentation is classified in Table 1 and may or may not be disclosed accordingly.

Table 1

Classification	Description of document / information	Disclosure
1	Public access document (eg statutory documents)	May be disclosed
2	Subject to copyright (eg brands and logos)	May be disclosed
3	Member access document (eg contract conditions and rules)	Limited disclosure
4	Personal information of person requesting (eg accounts or staff information)	Limited disclosure
5	<i>Sub judice</i> , pending court proceedings	May not be disclosed
6	Unreasonable disclosure of personal information of individual or group (eg salary information)	May not be disclosed
7	Likely to harm the commercial interests of a third person (eg systems and procedures)	May not be disclosed
8	Likely to harm the holder or third parties in negotiations (eg offered prices)	May not be disclosed
9	Would amount to a breach of confidence in contract with a third person	May not be disclosed
10	Likely to compromise the safety of individuals or protection of property	May not be disclosed
11	Legally privileged documents	May not be disclosed

12	Commercial information of holder (eg costing structure, and referrals)	May not be disclosed
13	Likely to prejudice research and development information of holder or third party (eg marketing research results)	May not be disclosed

6 PROCEDURE TO ACCESS INFORMATION

A person requesting access to information should do so by:

- 6.1 submitting the prescribed form to the designated person;
- 6.2 providing sufficient details of the information requested to enable Southern Key to identify:
 - the record requested;
 - the name and details of the person requesting;
 - the manner in which the information is to be made available.
- 6.3 paying the prescribed fee.

The prescribed forms and details of the prescribed fees are available from the South African Human Rights Commission on request.

7 OTHER INFORMATION PRESCRIBED BY THE ACT

The Minister has to date not prescribed access to any other information.

1 February 2003

MANUAL OF
PRIMA INDUSTRIAL HOLDINGS (PTY) LTD

Prepared in accordance with section 51 of
The Promotion of Access to information Act,
Number 2 of 2000 ("the Act")

INDEX

Section A

Table of contents of this section 51 Manual.

Section B

Particulars contained in this section 51 Manual.

SECTION A : TABLE OF CONTENTS OF THIS SECTION 51 MANUAL

1. Contact details and the person to whom requests, pursuant to the provisions of the Act, should be made.
2. The section 10 guide on how to use the Act.
3. Access to records held:
 - 3.1 The latest notice regarding the categories of records, which are available without access having to be requested in terms of section 52 (2) of the Act.
 - 3.2 Records available in accordance with legislation
 - 3.3 Records that may be requested in terms of section 51 (1) (e) of the Act.
4. Form of request for access to records.
5. Availability of the manual.

INTRODUCTION

Prima Industrial Holdings (Pty) Ltd is a Steel Foundry producing Manganese Steel castings for the mining, quarrying and motor car shredder industries.

SECTION B :

1. Contact details and the person to whom requests, pursuant to the provisions of the Act, should be made (section 51 (1) (a) of the Act):

The Financial Director : Prima Industrial Holdings (Pty) Ltd

Postal Address : P. O. Box 282, Benoni, 1500

Street Address : Lincoln Road, Benoni, 1501

Business Phone : +27 11 421 6911

Business Fax : +27 11 845 3809

E-mail Address : prima@iafrica.com

2. The section 10 guide on how to use the Act (section 51 (1) (b) of the Act):

The guide is available from the South African Human Rights Commission.
Please contact:

The South African Human Rights Commission
PAIA Unit
The research and Documentation Department

Postal Address : Private Bag 2700, Houghton, 2041

Business Phone : +27 11 484 8300

Business Fax : +27 11 484 0582

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

Website : www.sahrc.org.za

3. Access to records held (section 51 (1)(c), 51 (1)(d) and 51 (1)(e) of the Act.

- 3.1 The latest notice regarding the categories of records of the companies which are available without a person having to request access in terms of section (52 (1)(c) of the Act (Section 51 (1)(c) of the Act.**

To date no such notice has been published.

- 3.2 Records are available in terms of the following legislation, as amended from time to time (section 51 (1)(d) of the Act)**

Companies Act No 61 of 1973

Income Tax Act No. 58 of 1962

Promotion of Access to Information Act No. 2 of 2000

Value Added Tax Act No. 89 of 1991.

- 3.3 Records, to which the right and manner of access will be provided in accordance with the Act (subject to the restrictions and the right of refusal to access provided for In the Act), are available in respect of the following aspects of the companies businesses and operations.**

Branding

- Print and audio-visual advertisements.

Company Secretarial Services

- Memoranda and articles of association
- Statutory returns to appropriate authorities
- Applicable statutory documents such as, but not limited to, certificates of incorporation and certificates to commence business.

Financial

- Audited financial statements

Marketing

- Brochures and advertising material

4. Availability of the manual

This manual is currently available as follows:

- In hard copy, to be viewed free of charge, at the offices of Prima Industrial Holdings (Pty) Ltd, Lincoln Road, Benoni.
- At the offices of the South African Human Rights Commission whose contact details are contained in section B2 above.

Prescribed forms and fees for private bodies.

- These are available on the South African Human Rights commission website (see section B2 above) or from the Department of Justice and Constitutional Development (www.doi.gov.za)

This manual will, shortly, be printed in the Government Gazette.

MANUAL

Of

THE SOUTH AFRICAN BREWERIES STAFF PROVIDENT FUND
[Registration Number 12/8/29219]

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



A. CONTENTS

Introduction to The South African Breweries Staff Provident Fund

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

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**Introduction to The South African Breweries Staff Provident Fund**

The South African Breweries Staff Provident Fund is a retirement fund registered in South Africa in terms of the Pension Fund Act (Act No 24 of 1956). It is a defined contribution provident fund providing benefits for employees of The South African Breweries Ltd and other approved participating employers only.

The Fund's objective is to assist members in providing for their retirement as well as providing group life assurance and disability benefits.

A Board of Trustees governs the Fund. 8 members of the Board are elected by members. The employer appoints the remaining 8 members.

Currently, other participating employers are:

S A Maltsters (Pty) Ltd

The South African Breweries Hop Farms (Pty) Ltd

Swaziland Bottling Company (Pty) Ltd

Swaziland Brewers Ltd

Swaziland Beverages (Pty) Ltd

Castle Brewing Namibia (Pty) Ltd

SAB International Management Company Ltd,

Micromatica 457 (Association Incorporated under Section 21)

Lloydminster Investments (PTY) Ltd

Coleus Packaging (Pty) Ltd

Contact details:**Scheme Details****Postal address:**

South African Breweries Staff Provident Fund
P O Box 782178
Sandton
Johannesburg
2146
South Africa

Physical address

: 65 Park Lane
Sandown
Johannesburg
2196
South Africa

Telephone: +27 11 881 8111
Facsimile: +27 11 881 8270

Contact Details of the Head of the Fund:

Designation: Principal Officer
Name: Neville Richard Ewing
Telephone: (011) 881 8470
Facsimile: (011) 881 8270

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

The person responsible for the administration of the Act within the South African Breweries Staff Provident Fund is the following:

Designation: The Principal Officer:
Name: Neville Ewing
Telephone: (011) 881 8470
Facsimile: (011) 881 8270
E-mail address: neville.ewing@sabreweries.com

The Guide

Requesters are referred to the Guide to be compiled by the South African Human rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will, according to the South African Human Rights Commission, be available by not later than August 2003. Please direct any queries to:

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

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

Records available in terms of other legislation

The following records are automatically available without a request in terms of the Act. All records and/or documents kept in compliance with the requirements of the following legislation:

Pension Funds Act (Act No 24 of 1956):

- All documents of registration are lodged at the offices of the Registrar of Pension Funds.
- Statutory Annual and Actuarial Valuation Reports are lodged with the Registrar of Pension Funds, and are therefore available for inspection there.
- The Rules of the Fund, as well as the last Annual Financial Statements, Report of the Board of Trustees and Auditor are available for inspection at the offices of the Registrar of Pension Funds and the Principal Officer.

Subjects and categories of records held by The South African Breweries Staff Provident Fund

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

Rules of The South African Breweries Staff Provident Fund

- ❖ The list of Participating Employers.
- ❖ Register of the Trustees.
- ❖ Minutes of meetings of the Board of Trustees.
- ❖ Agreements relevant to the Fund's administration, investment strategy and investment mandates of the Fund's reserves and policies of insurance.
- ❖ Copies of Pension Fund Adjudicator Cases

Financial records of the South African Breweries Staff Provident Fund

- ❖ Details of auditors of the SA Breweries Staff Provident Fund, namely Deloitte & Touche.
- ❖ External auditors' reports in respect of audits conducted on the Fund.

Banking details of The South African Breweries Staff Provident Fund

- ❖ Bank account details.
- ❖ Bank statements.
- ❖ Other banking records of the Fund.

Information relating to legal proceedings

- ❖ Records relating to legal proceedings involving the Fund.

Membership, contribution and claim records

- ❖ Membership information regarding the member of the Fund.
- ❖ Records of the contributions received by the Fund in respect of the member.
- ❖ Claims processed and on behalf of members, past members and deceased members in terms of Section 37C of the Pension Fund Act.

Transfers and Liquidations in terms of Section 14 of the Pension Fund Act

- ❖ All relevant information relating to Section 14 Transfers.

Disability

- ❖ All relevant information relating to disability cases.

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 Fund. This request must be made to the address, fax number or electronic mail address of the Head of the Fund.
- ❖ The requester must provide sufficient detail on the request form to enable the Head of the Fund to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- ❖ The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.

- ❖ If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Head of the Fund.

Fees:

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

Availability of the manual:

The manual is available for inspection at the offices of The South African Breweries Staff Provident Fund, free of charge. Copies are also available with the SAHRC and in the Government Gazette.

Prescribed fees and forms in respect of private bodies

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



VICKI VAN DER WALT PROKUREURS

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

INDEKS

BLADSY

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

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 Vicki van der Walt 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 Mev. Van der Walt 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 Vicki van der Walt 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 Vicki van der Walt Prokureurs.
"VICKI VAN DER WALT PROKUREURS"	beteken Vicki van der Walt Prokureurs, gestruktureer as 'n eenmansaak en welke firma regsadvies gee asook regsverteenvoordiging aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die enkel lid van Vicki van der Walt is aangewys as die Inligtingsbeampte van Vicki van der Walt 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:	Vicki van der Walt Prokureurs
Inligtingsbeampte:	Mev. V van der Walt
Adres:	45 Annie Botha Laan Riviera PRETORIA 0084
Posadres:	Posbus 14090 SINOVILLE 0129
Telefoon:	(012) 329 7394
Faks:	(012) 329 7394
E-pos:	vickivanderw@worldonline.co.za
Webblad:	Nie van toepassing

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

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

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

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

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

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

- Wet op Landdroshowe 32 van 1944

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 VICKI VAN DER WALT PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Vicki van der Walt Prokureurs hou inligting / dokumente soos hierna aangedui:

- Inligting te opsigte van die operasionele-, handels- en finansiële belange van Vicki van der Walt 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)
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)

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 Vicki van der Walt Prokureurs gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Vicki van der Walt Prokureurs.
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Vicki van der Walt Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en 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 fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulations").

MANUAL

Of

THE SOUTH AFRICAN BREWERIES MEDICAL AID SOCIETY
[Registration Number 29/4/2/1209]

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



A. CONTENTS

Introduction to the South African Breweries Medical Aid Society

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

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**Introduction to The South African Breweries Medical Aid Society**

The South African Breweries Medical Aid Society is a medical scheme registered in South Africa in terms of the Medical Schemes Act 131 of 1998. It is a closed medical scheme providing benefits for employees of the South African Breweries Ltd and other approved participating employers only.

The Society's objective is to assist members in defraying medical expenses incurred by them and their registered dependants.

A Board of Trustees governs the Society. 5 members of the Board are elected by members at the Annual General Meeting. The employer appoints the remaining 5 members.

Currently, other participating employers are:

S A Maltsters (Pty) Ltd

The South African Breweries Hop Farms (Pty) Ltd

SAB International Management Company Ltd,

Micromatica 457 (Association Incorporated under Section 21)

Lloydminster Investments (PTY) Ltd

Coleus Packaging (Pty) Ltd

Appletiser SA (Pty) Ltd

Cape Cardiff Data (Pty) Ltd

Contact details:**Scheme Details**

Postal address: South African Breweries Medical Aid Society
P O Box 782178
Sandton
Johannesburg
2146
South Africa

Physical address : 65 Park Lane
Sandown
Johannesburg
2196
South Africa

Telephone: +27 11 881 8111

Facsimile: +27 11 881 8270

Contact Details of the Head of the Society:

Designation: Principal Officer
Name: Neville Richard Ewing
Telephone: (011) 881 8470
Facsimile: (011) 881 8270

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

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

Designation: The Principal Officer:
Name: Neville Ewing
Telephone: (011) 881 8470
Facsimile: (011) 881 8270
E-mail address: neville.ewing@sabreweries.com

The Guide

Requesters are referred to the Guide to be compiled by the South African Human rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will, according to the South African Human Rights Commission, be available by not later than August 2003. Please direct any queries to:

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

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

Records available in terms of other legislation

The following records are automatically available without a request in terms of the Act. All records and/or documents kept in compliance with the requirements of the following legislation:

Medical Schemes Act 131 of 1998:

- All documents of registration are lodged at the offices of the Registrar of Medical Schemes, and may be inspected there.
- Statutory Annual and Quarterly Returns are lodged with the Registrar of Medical Schemes, and are therefore available for inspection there.
- The Rules of the Society, as well as the last Annual Financial Statements, report of the Board of Trustees and Auditor as well as the last management accounts are available for inspection at the offices of the Registrar of Medical Schemes and the Principal Officer.

Subjects and categories of records held by SAB Medical Aid Society:

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

Rules of The SA Breweries Medical Aid Society

- ❖ The list of Participating Employers.
- ❖ Register of the Trustees.
- ❖ Minutes of meetings of the Board of Trustees.
- ❖ Agreements relevant to the Society's administration and the investment of the Society's reserves.

Financial records of the SA Breweries Medical Aid Society

- ❖ Details of auditors of the SA Breweries Medical Aid Society, namely Price Waterhouse Coopers.
- ❖ External auditors' reports in respect of audits conducted on the Society.

Banking details of The SA Breweries Medical Aid Society

- ❖ Bank account details.
- ❖ Bank statements.
- ❖ Other banking records of the Society.

Information relating to legal proceedings

- ❖ Records relating to legal proceedings involving the Society.

Membership, contribution and claim records

- ❖ Membership information regarding the registered principal member and his/her dependants.
- ❖ Records of the contributions received by the Society in respect of the member.
- ❖ Claims processed and on behalf of members possession of SAB.

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 Principal Officer. This request must be made to the address, fax number or electronic mail address of the Principal Officer.
- ❖ The requester must provide sufficient detail on the request form to enable the Principal 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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- ❖ The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- ❖ If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Principal Officer.

Fees:

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

Availability of the manual:

The manual is available for inspection at the offices of The SA Breweries Medical Aid Society free of charge. Copies are also available with the SAHRC and in the Government Gazette.

Prescribed fees and forms in respect of private bodies

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



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

**AQUA ALPHA DRILLING (PTY) LTD
Registration Number: 2001/023517/07**

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Aqua Alpha Drilling (Pty) Ltd is a private body whose principal business is drilling. As such, the details required in order for a requester of information to obtain or apply for information which Aqua Alpha Drilling (Pty) Ltd holds, is contained hereunder.

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Aqua Alpha Drilling (Pty) Ltd have duly authorized Mrs. N Coetzee to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body:	Aqua Alpha Drilling (Pty) Ltd
Head of Body:	Mrs. N Coetzee
Postal address:	PO Box 908501 MONTANA 0151
Street address:	Plot 31, Kenley PRETORIA 0182
Telephone:	+27 12 543 1202
Facsimile:	+27 12 543 1202
Information Officer:	Mrs. N Coetzee
Contact details of Information Officer:	(a) Phone: +27 12 543 1202 (b) Fax: +27 12 543 1202

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

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

The South African Human Rights Commission:

**PAIA Unit
The Research and Documentation Department**

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF AQUA ALPHA DRILLING (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 51(3). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Aqua Alpha Drilling (Pty) Ltd to the Minister and no such notice has therefore been published.

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

Aqua Alpha Drilling (Pty) Ltd keeps information in accordance with the following legislation:

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

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY AQUA ALPHA DRILLING (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]

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

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

should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

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

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

5.2 Categories of records held by Aqua Alpha Drilling (Pty) Ltd

5.2.1 Operational Information

- Client information

5.2.2 Financial Records

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

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

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

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

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

BARNORTH COMPUTERS CC **Registration Number: CK 96/13415/23**

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Barnorth Computers CC is a private body whose principal business is the development and sale of computer products. As such, the details required in order for a requester of information to obtain or apply for information which Barnorth Computers CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Barnorth Computers CC have duly authorised Mr. W Fortune to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Barnorth Computers CC
Head of Body: Mr. W Fortune
Postal address: PO Box 82
CORNWALL HILL
0178
Street address: 389 Broadbury Circle
Stand 621, Cornwall Hill
IRENE EXT 10
Telephone: +27 12 667 3787
Facsimile: +27 12 667 3787
Information Officer: Ms. W Fortune
Contact details of Information Officer: (a) Phone: +27 12 667 3787
(b) Fax: +27 12 667 3787

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

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

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF BARNORTH COMPUTERS CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Barnorth Computers CC to the Minister and no such notice has therefore been published.

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

Barnorth Computers CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- REGIONAL SERVICES ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

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

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

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

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

5.2 Categories of records held by Barnorth Computers CC

5.2.1 Operational Information

- Client information
- Incorporation documents
- Price lists

5.2.2 Financial Records

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

5.2.3 Human Resources

- Employee personal details
- PAYE records

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

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

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

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

DR. M VOGES

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

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

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Dr. M Voges has duly authorized Dr. M Voges to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Dr. M Voges
Head of Body: Dr. M Voges
Postal address: PO Box 24389
DRIE RIVIERE OOS
1941
Street address: Medi Clinic, Joubert Street
Blok A, Room 6
VERENIGING, 1930
E-Mail: voges@cyberserv.co.za
Telephone: +27 16 455 5340
Facsimile: +27 16 455 5341
Information Officer: Dr. M Voges
Contact details of Information Officer: (a) Phone: +27 16 455 5340
(b) Fax: +27 16 455 5341
(c) E-Mail: voges@cyberserv.co.za

1

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

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

The South African Human Rights Commission:

**PAIA Unit
The Research and Documentation Department**

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

3. CATEGORIES OF RECORDS OF DR. M VOGES WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Dr. M Voges to the Minister and no such notice has therefore been published.

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

Dr. M Voges keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

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

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

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body,

2

or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.

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

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

5.2 Categories of records held by Dr. M Voges

5.2.1 Operational Information

- Client information
- Price lists

5.2.2 Financial Records

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

5.2.3 Human Resources

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

3

5.2.4 Movable and Immovable Property

- Asset registers

5.2.5 Information Technology

- Agreements relating to computer systems and programs

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

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

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

4

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

**GNOSTIC SOLUTIONS (PTY) LTD
Registration Number: 2001/001534/07**

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Gnostic Solutions (Pty) Ltd is a private body whose principal business is computers and relating systems. As such, the details required in order for a requester of information to obtain or apply for information which Gnostic Solutions (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Gnostic Solutions (Pty) Ltd have duly authorized Mr. AP van Emmenis to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Gnostic Solutions (Pty) Ltd
Head of Body: Mr. AP van Emmenis
Postal address: PO Box 3328
MONTANA PARK
0158
Street address: Ensete Place 9
MAGALIES KRUIJN
0159
Telephone: +27 12 548 9298
Facsimile: +27 12 548 9298
Information Officer: Mr. AP van Emmenis
Contact details of Information Officers: (a) Phone: +27 12 548 9298
(b) Fax: +27 12 548 9298

1

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

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

The South African Human Rights Commission:

**PAIA Unit
The Research and Documentation Department**

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF GNOSTIC SOLUTIONS (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Gnostic Solutions (Pty) Ltd to the Minister and no such notice has therefore been published.

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

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

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

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

2

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

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

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

5.2 Categories of records held by Gnostic Solutions (Pty) Ltd

5.2.1 Operational Information

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

5.2.2 Financial Records

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

3

5.2.3 Human Resources

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

5.2.4 Movable and Immovable Property

- Asset registers

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

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

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

4

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

**HATFIELD TEKEN EN ONTWERP (PTY) LTD
Registration Number: 97/08154/07**

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Hatfield Tekon en Ontwerp (Pty) Ltd is a private body whose principal business is as architects. As such, the details required in order for a requester of information to obtain or apply for information which Hatfield Tekon en Ontwerp (Pty) Ltd holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The directors of Hatfield Tekon en Ontwerp (Pty) Ltd have duly authorized Mrs. ME Bosch to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body:	Hatfield Tekon en Ontwerp (Pty) Ltd
Head of Body:	Mrs. ME Bosch
Postal address:	PO Box 15485 HATFIELD 0028
Street address:	178 Raymond Street WATERKLOOF RIDGE 0181
Telephone:	+27 12 460 4445
Facsimile:	+27 12 362 3558
Information Officer:	Mrs. ME Bosch
Contact details of Information Officer:	(a) Phone: +27 12 460 4445 (b) Fax: +27 12 362 3558

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

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2005. Please direct any queries to:

The South African Human Rights Commission:

**PAIA Unit
The Research and Documentation Department**

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF HATFIELD TEKEN EN ONTWERP (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Hatfield Tekon en Ontwerp (Pty) Ltd to the Minister and no such notice has therefore been published.

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

Hatfield Tekon en Ontwerp (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1996
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY HATFIELD TEKEN EN ONTWERP (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]

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

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

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

5.2 Categories of records held by Hatfield Tekon en Ontwerp (Pty) Ltd

5.2.1 Operational Information

- Company policies
- Resolutions
- Contracts with clients and suppliers
- Memorandum and Articles of Association
- Share register
- Register list of directors
- Minutes of General meetings
- Price lists

5.2.2 Financial Records

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

5.2.3 Human Resources

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

5.2.4 Movable and Immovable Property

- Asset registers

5.2.5 Information Technology

- Agreements relating to computer systems and programs

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(ff)]

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

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

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

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

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

K. MARAIS SPEECH THERAPIST

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

K. Marais Speech Therapist is a private body whose principal business is speech therapy. As such, the details required in order for a requester of information to obtain or apply for information which K. Marais Speech Therapist holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of K. Marais Speech Therapist has duly authorised Mrs. K. Marais to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: K. Marais Speech Therapist
Head of Body: Mrs. K. Marais
Postal address: PO Box 908746
MONTANA
0151
Street address: 248 Zambesi Road
SINNOVILLE
0182
Telephone: +27 12 567 5358
Facsimile: +27 12 567 4912
E-Mail: kariennmarais@yabo.co.za
Information Officer: Mrs. K. Marais
Contact details of Information Officer: (a) Phone: +27 12 567 5358
(b) Fax: +27 12 567 5358
(c) E-Mail: kariennmarais@yabo.co.za

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

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

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF K. MARAIS SPEECH THERAPIST WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by K. Marais Speech Therapist to the Minister and no such notice has therefore been published.

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

K. Marais Speech Therapist keeps information in accordance with the following legislation:

- INCOME TAX ACT 95 OF 1967
- SKILLS DEVELOPMENT ACT 9 OF 1999

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

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

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

should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

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

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

5.2 Categories of records held by K. Marais Speech Therapist

5.2.1 Operational Information

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

5.2.2 Financial Records

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

5.2.3 Human Resources

- Employee personal details
- Curriculum Vitae
- Training and development plan
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE records

5.2.4 Movable and Immoveable Property

- Asset registers

5.2.5 Information Technology

- Agreements relating to computer systems and programs

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

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

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

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

N. VAN DER WALT T/A AQUA ALPHA DRILLING

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

N. van der Walt t/a Aqua Alpha Drilling is a private body whose principal business is drilling. As such, the details required in order for a requester of information to obtain or apply for information which N. van der Walt t/a Aqua Alpha Drilling holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of N. van der Walt t/a Aqua Alpha Drilling has duly authorised Mrs. N van der Walt to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: N. van der Walt t/a Aqua Alpha Drilling
Head of Body: Mrs. N van der Walt
Postal address: PO Box 908501
MONTANA
0151
Street address: Plot 31, Kenley
PRETORIA
0182
Telephone: +27 12 543 1202
Facsimile: +27 12 543 1202
E-Mail: aqualpha@global.co.za
Information Officer: Mrs. N van der Walt
Contact details of Information Officer: (a) Phone: +27 12 543 1202
(b) Fax: +27 12 543 1202
(c) E-Mail: aqualpha@global.co.za

1

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

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

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF N. VAN DER WALT T/A AQUA ALPHA DRILLING WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 54(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by N. van der Walt t/a Aqua Alpha Drilling to the Minister and no such notice has therefore been published.

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

N. van der Walt t/a Aqua Alpha Drilling keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1996
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

5. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY N. VAN DER WALT T/A AQUA ALPHA DRILLING AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]

2

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

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

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

5.2 Categories of records held by N. van der Walt t/a Aqua Alpha Drilling

5.2.1 Operational Information

- Marketing material
- Contracts with clients and suppliers

5.2.2 Financial Records

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

3

5.3 Human Resources

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

5.2.4 Movable and Immovable Property

- Asset registers

5.2.5 Information Technology

- Agreements relating to computer systems and programs

5.2.6 Risk Management

- Incident reports relating to security and safety

5.2.7 Procurement

- Tender submissions

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

Full copies of this manual is available for inspection, free of charge, at the offices of N. van der Walt t/a Aqua Alpha Drilling (see details above); copies are also available from the South African Human Rights Commission, from the Government printers.

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

4

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

RJ HEFFER

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

RJ Heffer is a private body whose principal business is tax accounting. As such, the details required in order for a requester of information to obtain or apply for information which RJ Heffer holds, is contained hereunder.

PARTICULARS IN TERMS OF SECTION 51

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

The owner of RJ Heffer has duly authorised Mr. RJ Heffer to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: RJ Heffer
Head of Body: Mr. RJ Heffer
Postal address: PO Box 95270
WATERKLOOF
0145
Street address: 7 Castle Sands
Coega Street
BRASMUSKLOOF x 3
Telephone: +27 12 347 2028
Facsimile: +27 12 347 2028
Information Officer: Mr. RJ Heffer
Contact details of Information Officer: (a) Phone: +27 12 347 2028
(b) Fax: +27 12 347 2028

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

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

The South African Human Rights Commission:

**PAIA Unit
The Research and Documentation Department**

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF RJ HEFFER WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 51(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by RJ Heffer to the Minister and no such notice has therefore been published.

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

RJ Heffer keeps information in accordance with the following legislation:

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

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

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

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body,

or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.

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

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

5.2 Categories of records held by RJ Heffer

5.2.1 Operational Information

- Client information

5.2.2 Financial Records

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

5.2.3 Human Resources

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

5.2.4 Movable and Immoveable Property

- Asset registers

5.2.5 Information Technology

- Agreements relating to computer systems & programs

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

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

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

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

**SM VOLSCHENK T/A SUSAN VOLSCHENK
OCCUPATIONAL THERAPIST**

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

SM Volschenk t/a Susan Volschenk Occupational Therapist is a private body whose principal business is occupational therapy. As such, the details required in order for a requester of information to obtain or apply for information which SM Volschenk t/a Susan Volschenk Occupational Therapist holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of SM Volschenk t/a Susan Volschenk Occupational Therapist has duly authorised Mrs. SM Volschenk to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: SM Volschenk t/a Susan Volschenk Occupational Therapist

Head of Body: Mrs. SM Volschenk

Postal address: PO Box 41922
MORELETTA PARK
0044

Street address: 15 Britanny Street
MORELETTA PARK
0044

Telephone: +27 12 546 9538

Facsimile: +27 12 546 6330

Information Officer: Mrs. SM Volschenk

Contact details of Information Officer: (a) Phone: +27 12 546 9538
(b) Fax: +27 12 546 6330

1

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

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

The South African Human Rights Commission:

**PAIA Unit
The Research and Documentation Department**

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF SM VOLSCHENK T/A SUSAN VOLSCHENK OCCUPATIONAL THERAPIST WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by SM Volschenk t/a Susan Volschenk Occupational Therapist to the Minister and no such notice has therefore been published.

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

SM Volschenk t/a Susan Volschenk Occupational Therapist keeps information in accordance with the following legislation:

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

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY SM VOLSCHENK T/A SUSAN VOLSCHENK OCCUPATIONAL THERAPIST AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]

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

2

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

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

5.2 Categories of records held by SM Volschenk t/a Susan Volschenk Occupational Therapist

5.2.1 Operational Information

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

5.2.2 Financial Records

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

5.2.3 Human Resources

- Employment contracts
- Employee personal details
- Curriculum Vitae
- Recruitment and Appointment documentation
- Personnel files
- Leave, sick leave, maternity and special leave records

3

- PAYE records
- Job descriptions

5.2.4 Movable and Immovable Property

- Asset registers

5.2.5 Information Technology

- Agreements relating to computer systems and programs

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

Full copies of this manual is available for inspection, free of charge, at the offices of SM Volschenk t/a Susan Volschenk Occupational Therapist (see details above), copies are also available from the South African Human Rights Commission, from the Government printers.

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

4

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

TOLO BOERDERY

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

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

PARTICULARS IN TERMS OF SECTION 51

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

The owner of Tolo Boerdery has duly authorised Mr. AG Mhalele to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Tolo Boerdery
Head of Body: Mr. AG Mhalele
Postal address: 185 Balmoral Avenue
ARCADIA
0083
Street address: 185 Balmoral Avenue
ARCADIA
0083
Telephone: +27 14 767 1473
Facsimile: +27 14 767 1473
Information Officer: Mr. AG Mhalele
Contact details of Information Officer: (a) Phone: +27 14 767 1473
(b) Fax: +27 14 767 1473

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

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

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF TOLO BOERDERY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 51(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Tolo Boerdery to the Minister and no such notice has therefore been published.

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

Tolo Boerdery keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

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

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

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

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

5.2 Categories of records held by Tolo Boerdery

5.2.1 Operational Information

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

5.2.2 Financial Records

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

5.2.3 Human Resources

- Employee personal details
- Staff accommodation
- PAYE records

5.2.4 Movable and Immovable Property

- Asset registers

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

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

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

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

UNIT 16 DUMELA CC

Registration Number: CK 92/023251/23

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Unit 16 Dumela CC is a private body whose principal business is property holding. As such, the details required in order for a requester of information to obtain or apply for information which Unit 16 Dumela CC holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The members of Unit 16 Dumela CC have duly authorised Mr. CL Maasburg to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: Unit 16 Dumela CC
Head of Body: Mr. CL Maasburg
Postal address: 1 Orkes Road
Sunward Park
BOKSBURG, 1460
Street address: 1 Orkes Road
Sunward Park
BOKSBURG, 1460
Telephone: +27 11 314 0130
Facsimile: +27 11 314 2428
Information Officer: Mr. CL Maasburg
Contact details of Information Officer: (a) Phone: +27 11 314 0130
(b) Fax: +27 11 314 2428

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

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

The South African Human Rights Commission:

**PAJA Unit
The Research and Documentation Department**

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAJA@sahrc.org.za

3. CATEGORIES OF RECORDS OF UNIT 16 DUMELA CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Unit 16 Dumela CC to the Minister and no such notice has therefore been published.

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

Unit 16 Dumela CC keeps information in accordance with the following legislation:

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

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY UNIT 16 DUMELA CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]

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

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

should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

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

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

5.2 Categories of records held by Unit 16 Dumela CC

5.2.1 Operational Information

- Client information

5.2.2 Financial Records

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

5.2.3 Movable and Immoveable Property

- Mortgage bonds, liens, notarial bonds and other securities

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

Full copies of this manual is available for inspection, free of charge, at the offices of Unit 16 Dumela CC (see details above), copies are also available from the South African Human Rights Commission, from the Government printers.

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

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

WP BOSCH AND ASSOCIATES

INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

WP Bosch and Associates is a private body whose principal business is that of an architect. As such, the details required in order for a requester of information to obtain or apply for information which WP Bosch and Associates holds, is contained hereunder:

PARTICULARS IN TERMS OF SECTION 51

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

The owner of WP Bosch and Associates has duly authorised Mr. WP Bosch to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Name of Body: WP Bosch and Associates
Head of Body: Mr. WP Bosch
Postal address: PO Box 15485
HATFIELD
0028
Street address: Car Duncan and Murray Street
BROOKLYN
0181
Telephone: +27 12 362 3279
Facsimile: +27 12 362 3558
E-Mail: wpbosch@nweb.co.za
Information Officer: Mr. WP Bosch
Contact details of Information Officer: (a) Phone: +27 12 362 3279
(b) Fax: +27 12 362 3558

2. THE GUIDE AS PRESCRIBED IN SECTION 16, [Section 51(1)(b)]

In terms of Section 16 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF WP BOSCH AND ASSOCIATES WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2), [Section 51(1)(c)]

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by WP Bosch and Associates to the Minister and no such notice has therefore been published.

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

WP Bosch and Associates keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

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

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

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

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

5.2 Categories of records held by WP Bosch and Associates

5.2.1 Operational Information

- Client information
- Marketing material

5.2.2 Financial Records

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

5.2.3 Human Resources

- Employment contracts
- Employee personal details
- Curriculum vitae
- Personnel files

- Leave, sick leave, maternity and special leave records
- PAYE records

5.2.4 Movable and Immovable Property

- Asset registers

5.2.5 Information Technology

- Agreements relating to computer systems and programs

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

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

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

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



Access to Information in the City of Johannesburg

**This manual has been produced in terms of Section 14
of the Promotion of Access to Information Act 2000.**

The City of Johannesburg Metropolitan Municipality

First impression: Promotion of Access to Information Act Manual

Produced February 2003

Access to Information

The City of Johannesburg is committed to continually improving community access to information held by the City.

This document is the City of Johannesburg's first impression of the Promotion of Access to Information Act Manual, produced in terms of Section 14 of that Act.

For councillors and Ward Committee Members there is also a short user-friendly "easy guide".

The "easy guide" is also used by the City Johannesburg's Customer Relationship Agents working at our Call Centre, JoburgConnect; People's Centres; Housing Offices; Revenue Offices and by any other staff working with the City's communities and customers.

For members of communities there is a simplified pamphlet available.

It is a legal requirement that this manual is updated annually. However, the information contained in this manual is regularly updated and the latest information on how to use the Act is available by:

- Visiting the City's People's Centres (details of their address are contained within this manual)
- Telephoning JoburgConnect on 011 375 5555
- Sending a facsimile to 011 375 6555.
- Visiting the City's web site www.joburg.org.za
- emailing joburgconnect@joburg.org.za

The City's Customer Relationship Agents are trained to help members of the community obtain the information required and normally there is not a need to make a formal application under the Act.

For copies of the pamphlet on how to access information, drop into any of our People's Centre or write to:

The Information Officer
City of Johannesburg
PO Box 1049
Johannesburg
2000

Why has this manual been produced?

This manual is a legal requirement under Section 14 of the Promotion of Access to Information.

What services does the City of Johannesburg provide?

The City of Johannesburg provides a wide range of services to communities, either on its own, in conjunction with other spheres of government or in association with other organisations, including business and non-governmental organisations.

The services provided by the City of Johannesburg are defined by a number of Acts of Parliament, and further information can be obtained from www.gov.za.

The City of Johannesburg is divided into 11 Regions that provide a wide range of services, including primary health care, certain aspects of housing provision; library services; sports and recreational facilities; facilities for the elderly; environmental health services; information services. For further information on the services available in your area please drop into one of the City's local People's Centre; look at the web site www.joburg.org.za; or telephoning the city's Call Centre, JoburgConnect on 011 375 5555. Local councillors also have information on local services and you can find your representative from any of the City's offices, by contacting JoburgConnect or looking on the city's web site.

The City of Johannesburg is responsible for Planning within the City and compliance with zoning and other aspects of planning legislation.

The City of Johannesburg is responsible for revenue collection for all services provided where a change is made and the management of all aspects of expenditure undertaken by the City.

The City of Johannesburg has also introduced a Metropolitan Police Department that is responsible for working with communities to create a safe environment, bylaw enforcement, as well as certain aspects of traffic management.

The City of Johannesburg has certain responsibilities for marketing and tourism in the City; arts, culture and recreation, including publically owned art galleries, places of historical interest and museums.

The City of Johannesburg has certain responsibilities for economic development and training. Information on the city plans for the future can be obtained on www.joburg.org.za.

The City of Johannesburg has responsibilities for infrastructure development, planning and management of business and residential development.

The City of Johannesburg has an interest in a number of companies and agencies providing services such as electricity distribution and management of the electricity infrastructure; water distribution and sewerage management; refuse collection and management of sites for the disposal of waste; property management; development and maintenance of the City's road system, in conjunction with National and Provincial agencies; traffic management including traffic lights and signage; public space management, including public lighting, parks and other facilities.

When do I make a formal application under the Access to Information Act?

Normally you will not need to make a formal application, as most information will be available on request.

If the information is not immediately available our customer relationship agents should be able to obtain it for you, again without making a formal application.

In a small number of cases you may be asked to make a formal application.

Who do I make an application to?

To help you make an application the City of Johannesburg has a system allowing you to make an application by simply telephoning JoburgConnect on 011) 375 5555; by dropping into any of the People's Centres.

In the future the City's intends to make the application form available on the website www.joburg.org.za so applications can be made electronically.

The City of Johannesburg would prefer you to use one of these methods when making a formal application so we can track the application and ensure we can meet your needs.

The City of Johannesburg's main People's Centres are:

- Region 1 and 2 People's Centre at 300 15 Road, Randjes, Midrand
- Region 3 People's Centre at Sandton Civic Centre, on the corner of West St and Rivonia Rd.
- Region 4 People's Centre at ACA Krans Building, 35 Symons Road, Auckland Park
- Region 5 People's Centre at Roodepoort Civic Centre, 100 Christiaan de Wet Road, Florida Park
- Region 6 People's Centre at the Sophie Masite Centre, 1 Koma Road, Jabulani, Soweto
- Region 7 People's Centre at 53A Andries Street, Wynberg, and corner 8th Avenue and Roosevelt Street Alexandra
- Region 8 People's Centre at CJ Cronje Building, Ground Floor, 80 Loveday Street, corner of Bree Street, in the Central Business District of Johannesburg

- Region 9 People's Centre at Eureka House, 92 Marlborough Road, corner of Rosettenville Road, Springfield
- Region 10 People's Centre at the old Putco Depot, 26 Potchefstroom Road, Farm Portion Stand 42/319, Diepkloof.
- Region 11 People's Centre at K43 Highway Road, Corabrick Complex, Lenasia South East, and corner Smith and Katz Street, Ennerdale Exten 9.

The City of Johannesburg would prefer you to make an application via the telephone 011 375 5555, at a People's Centre or via www.joburg.org.za. However the Act requires that the names of the Information Officers be published in this manual.

We have only given one postal address so that we can track queries leaving. The address of the Information Officer is:

The Information Officer
City of Johannesburg
PO Box 1049
Johannesburg
2000

Our email address is: joburgconnect@joburg.org.za

The Information Officer for the City is:

The City Manager, Pascal Moloi.

The Deputy Information Officers for the City are:

Ms P Nzimande, Ms A Nair, Mr R Hunter, Mr R Denge, Ms B Mokaba, Mr M Maponya, Mr S Maimela, Mr H Maeko, Mr G Hollyman, Mr R Bissmilla, Mr L Boya, Mr C Coetzee, Mr P Lephunya, Mr Y Makda, Mr J Jacobs, Ms V Mokone, Mr B Mosley Lefatola, Ms P Qubeka, Mr G Daniels

Any changes to the Deputy Information Officers can be found on the City's web site www.joburg.org.za

Other organisations and Businesses

The City of Johannesburg has a relationship with a number of other service providers (see above). In terms of the legislation they will produce their own manual and be responsible for managing requests made under the Act.

However, to assist our customers, the City of Johannesburg will receive requests made under the Act, provided they are made telephonically to 011 375 5555; faxed to 011 375 6555; emailed to joburgconnect@joburg.org.za; or made at a People's Centre. The city will forward any request to the correct

service providers own Information Officer. The businesses that have responsibility for providing information separately are:

City Power
Fresh Produce Market
Johannesburg City Parks
Johannesburg Civic Theatre
Johannesburg Development Agency
Johannesburg Roads Agency
Johannesburg Water
Metrobus
Pikitup
Propcom

Where can I get more information?

The customer relationship agents at the People's Centres and Call Centre, Joburg Connect 011 375 5555, will help you with most queries you may have on the Act.

You can also make a request for further information by emailing joburgconnect@joburg.org.za or writing to the Information Officer, City of Johannesburg, PO Box 1049, Johannesburg 2000.

The Promotion of Access to Information Act is available on the web site www.gov.za.

The South African Human Rights Commission is required to produce its own "How to use the Act" guide. The South African Human Rights Commission guide can be obtained by telephoning 011 484 8300; faxing 011 484 1360; emailing PAIA@sahrc.org.za or further information can be obtained from the website www.sahrc.org.za.

What information is automatically available from the City of Johannesburg?

The City of Johannesburg produces a wide range of reports, pamphlets and booklets throughout the year. These are normally available for People's Centres.

A significant amount of information can normally be found on the web site www.joburg.org.za.

In addition the following information will be made available without a formal request under the Act being made.

- Legislation
- By-laws
- Acts of Parliament
- Provincial Acts

- Regulations
- Town Planning Schemes

Planning Information

- Town Planning Tribunal agenda and minutes
- Rezoning and consent use applications
- Existing land use rights
- Local Integrated Development Plans (LIDP's)
- Financial Information
- Tariffs
- Rates
- Valuation Roll
- City Development Plan
- Licences
- Council Agenda and Minutes
- Schedules of Meetings of Council

The following Categories will be provided free of charge:

- Zoning Information
- Tariffs
- Rate information
- Schedule of Meetings of Council
- Trade Licence Information
- Local Integrated Development Plans

The City of Johannesburg is constantly reviewing information that can be made available and improving its own internal access to information.

Please always ask if a record can be made available before making a formal request under the Act.

What Records does the City hold?

Under the Promotion of Access to Information Act the City of Johannesburg is required to state what records it holds. Given the wide range of services provided, this listing of records is constantly being updated and may change over time. An updated list can be obtained from the web site www.joburg.org.za.

The method of managing records in the City of Johannesburg is in accordance with national archive requirements.

It should be noted that inclusion in the following list of records does not mean that the files or records are necessarily accessible under the Promotion of Access to Information Act. The Act prohibits a public body from allowing access, and/or allows the public body to refuse access, to certain types of information. Chapter 4 of the Act deals with the grounds for refusal of access

to records. For further information please refer to the Promotion of Access to Information Act on www.gov.za.

These are the main headings used in the City for records:

1. Legislation
2. Organisation and Control
3. Council and Council Matters
4. Staff
5. Finance
6. Domestic Supplies and Services
7. Buildings and Grounds
8. Tenders, Quotations and Contracts
9. Reports and Returns
10. Publicity and Information
11. Social Matters
12. Composition and meetings of bodies and other gatherings
13. Legal matters
14. Licences and Permits
15. Town Planning and Control
16. Services
17. Community Services

1. LEGISLATION

- 1/P Policy
- 1/R Routine enquiries
- 1/1 Parliamentary legislation and regulations
 - 1/1/1 Drafting and amendment
 - 1/1/2 Legal opinions
- 1/2 Provincial legislation and regulations
 - 1/2/1 Drafting and amendments
 - 1/2/2 Legal opinions
- 1/3 Council by-laws
 - 1/3/1 General
 - 1/3/1/1 Drafting, amendment, tabling
 - 1/3/1/1/1 Sports by-laws
 - 1/3/1/1/2 Libraries & Information Services
 - 1/3/1/2 Advertising, objections, publication
 - 1/3/1/3 Submission for approval by premier
 - 1/3/2 Standard
 - 1/3/2/1 Drafting and amendment
 - 1/3/3 Compulsory
 - 1/3/3/1 Drafting and amendment
- 1/4 Council regulations
 - 1/4/1 Drafting and amendment

Organisation and Control

- 2/P Policy

- 2/R Routine enquiries
- 2/1 Functions
- 2/2 Survey to ascertain extension demands and systems investigation
- 2/3 Establishment of new section/offices
- 2/4 Work planning and procedures
 - 2/4/1 City Development plan
- 2/5 Delegation of authority
 - 2/5/1 Temporary
 - 2/5/2 Permanent
- 2/6 Office instructions
- 2/7 Records control
 - 2/7/1 Filing systems
 - 2/7/1/P Policy
 - 2/7/1/1 Compilation and amendment
 - 2/7/1/1/1 Electronic records system
 - 2/7/2 Disposal of records
 - 2/7/2/1 Obtaining of disposal authority
 - 2/7/2/2 Transfer
 - 2/7/2/3 Destruction
 - 2/7/3 Microfilming
 - 2/7/4 Data processing
 - 2/7/5 Inspections
 - 2/7/6 Returns
- 2/8 Privatisation
- 2/9 Grading of local authority
- 2/10 Meetings of heads
 - 2/10/1 Arrangements
 - 2/10/2 Agendas
 - 2/10/3 Minutes
 - 2/11 Service delivery monitoring

3. COUNCIL AND COUNCIL MATTERS

- 3/P Policy
- 3/R Routine enquiries
- 3/1 Elections
 - 3/1/1 Council
 - 3/1/1/1 Determination of wards
 - 3/1/1/2 Voters' roll
 - 3/1/1/3 Nominations
 - 3/1/1/4 Polling booths
 - 3/1/1/5 Presiding officer and polling officers: appointments
 - 3/1/1/6 Petitions
 - 3/1/1/7 Revision court
 - 3/1/1/7/1 Appointment of members
 - 3/1/1/7/2 Agenda and minutes
 - 3/1/2 Council committees
 - 3/1/2/1 Ward committees
 - 3/1/3 Office-bearers
 - 3/1/3/1 Executive Mayor

3/2	Meetings	
3/2/1		Main files
3/2/1/P		Policy
3/2/1/1		Motions
3/2/1/2		Questions by councillors
3/2/1/3		Outstanding resolutions
3/2/1/4		Leave of absence
3/2/1/5		Caucus meetings
3/2/1/6		Standing orders
3/2/1/7		Petitions
3/2/2		Council
3/2/2/1		Arrangements
3/2/2/2		Agendas
3/2/2/3		Minutes
3/2/3		Committees
3/2/3/1		Arrangements
3/2/3/2		Agendas
3/2/3/3		Minutes
3/3	Matters concerning councillors	
3/3/1		Trade with councillors (Own private companies/declaration)
3/3/2		Awards to councillors
3/3/3		Information to councillors
3/3/4		Code of Conduct

STAFF

4/P	Policy	
4/R	Routine enquiries	
4/1	Posts control	
4/1/1		Main files
4/1/1/P		Policy
4/1/1/1		Furnishing of information
4/1/1/1/R		Routine enquiries
4/1/1/1/1		To other bodies
4/1/1/1/2		By other bodies
4/1/1/2		Duty sheets
4/1/1/3		Evaluation of posts
4/1/2		Sections
4/1/2/1		Region 1
4/2	Determination of conditions of service	
4/2/P		Policy
4/2/R		Routine enquiries
4/2/1		Salary scales
4/2/2		Leave
4/2/2/P		Policy
4/2/2/1		Metro central
4/2/2/1/1		Study leave
4/2/2/1/2		Special leave
4/2/2/1/3		Sick leave

	4/2/2/1/4	Maternity leave
	4/2/2/1/5	Leave /time off in lieu of work
	4/2/2/2	Regions
	4/2/2/3	Utilities and Agencies
	4/2/3	Official hours of attendance/closing of offices
	4/2/4	Conduct work outside of the services of the council
4/3	Vacancies and appointments	
	4/3/P	Policy
	4/3/R	Routine enquiries
	4/3/1	Temporary/part time appointments
	4/3/1/1	Consultants
	4/3/1/2	Holiday work
	4/3/2	Permanent appointments
	4/3/2/1	Appointments in Regions
	4/3/2/1/1	Region 1
	4/3/2/1/2	Region 2
	4/3/2/2	Appointments in Agencies/Utilities
	4/3/2/2/1	Johannesburg Roads Agency (Pty) Ltd
	4/3/2/2/2	City Power Johannesburg (Pty) Ltd
	4/3/2/2/3	Johannesburg Water (Pty) Ltd
	4/3/3	Transfers/secondments/migration
	4/3/3/1	Objections to appointments/migrations
	4/3/4	Acting appointments
	4/3/4/1	City Managers Office
4/4	Training and qualifications	
	4/4/P	Policy
	4/4/R	Routine enquiries
	4/4/1	Scholarships
	4/4/2	Courses/workshops/ seminars/breakaways
	4/4/3	Language qualifications
4/5	Financial	
	4/5/P	Policy
	4/5/R	Routine enquiries
	4/5/1	Salaries and overtime
	4/5/2	Payment of allowances
	4/5/2/1	Subsistence and transport
	4/5/2/1/1	Locomotion
	4/5/2/2	Acting allowance
	4/5/2/3	Travelling allowance
	4/5/2/4	Leave allowance
	4/5/2/5	Housing allowance
	4/5/3	Deductions
	4/5/3/R	Routine enquiries
	4/5/3/1	Union fees
	4/5/3/2	Income tax
	4/5/3/3	Insurance
	4/5/3/4	Pension
	4/5/4	Loans
	4/5/4/1	Housing
	4/5/4/2	Study/bursaries (SETS)

	4/5/4/3	Purchase of motorcar
	4/5/5	Pension fund/Gratuities
	4/5/5/1	Main files
	4/5/5/1/P	Policy
	4/5/5/1/R	Routine enquiries
	4/5/5/2	Pension funds
	4/5/5/2/1	JHB Municipal Pension Fund
	4/5/5/2/1/1	Rules
	4/5/5/2/2	City of Johannesburg
	4/5/5/2/2/1	Rules
	4/5/5/3	Gratuities
	4/5/6	Insurance
	4/5/6/1	Medical benefit society
	4/5/6/2	Accident insurance
	4/5/7	Medical schemes
	4/5/7/P	Policy
	4/5/7/R	Routine enquiries
	4/5/7/1	JOMED
4/6	Termination of services	
	4/6/R	Routine enquiries
	4/6/1	Testimonials and service certificates
	4/6/2	Employees medical boarded
	4/6/3	Voluntary separation
	4/6/4	Resignation/retirements/ retrenchments/ redundant/deaths
	4/6/4/1	Metro central
	4/6/4/2	Regions
	4/6/4/2/1	Regions 1
	4/6/4/2/2	Region 2
	4/6/4/3	Utilities and Agencies
	4/6/4/3/1	City Power Johannesburg (Pty) Ltd
	4/6/4/3/2	Johannesburg Water (Pty) Ltd
4/7	Staff control	
	4/7/P	Policy
	4/7/R	Routine enquiries
	4/7/1	Office hours
	4/7/2	Leave and relief arrangements
	4/7/3	Complaints staff
	4/7/3/1	Metro Central
	4/7/3/2	Regions
	4/7/3/2/1	Region 1
	4/7/3/2/2	Region 2
	4/7/3/3	Utilities/Agencies
	4/7/3/3/1	City Power Johannesburg (Pty) Ltd
	4/7/3/3/2	Johannesburg Water (Pty) Ltd
	4/7/3/3/3	Johannesburg City Parks
	4/7/3/3/4	Johannesburg Roads Agency (Pty) Ltd
	4/7/4	Clothing/protective
	4/7/4/1	Uniforms
4/8	Staff evaluation and grading	

	4/8/1	Merit assessments
	4/8/2	Determination of seniority
4/9	Staff returns and statistics	
	4/9/1	Accidents at Work
4/10	Labour relations	
	4/10/P	Policy
	4/10/R	Routine enquiries
	4/10/1	Negotiations with trade unions and staff associations
	4/10/2	Strikes/time off
4/11	Productivity	
	4/11/P	Policy
	4/12	Long service awards

FINANCE

5/1	Estimates	
	5/1/P	Policy
	5/1/1	Annual Estimates – Compilation of (Open a file cover for each year e.g. 5/1/1 –2001/2 etc.
	5/1/2	Excess
	5/1/3	Financial statements
5/2	Evaluations	
	5/2/P	Policy
	5/2/R	Routine enquiries
	5/2/1	Appointments of appraiser
	5/2/2	Valuation roll
	5/2/2/1	Arable land and portions of farms
	5/2/3	Valuation court
	5/2/3/1	Appointment of
	5/2/4	Valuation certificates
	5/2/5	Objections against valuations
5/3	Taxes	
	5/3/1	Land and property tax
	5/3/1/P	Policy
	5/3/1/R	Routine enquiries
	5/3/1/1	Determination of
	5/3/1/2	Clearance certificates
	5/3/1/3	Remission
5/4	Loans	
	5/4/P	Policy
	5/4/1	Borrowing powers
	5/4/1/1	Application and approvals
	5/4/2	External loans
	5/4/2/1	Short-term loans
	5/4/2/2	Long-term loans
	5/4/3	Internal loans
	5/4/3/1	Endowment fund
	5/4/3/2	Capital development fund

5/5	Tariffs	
	5/5/P	Policy
	5/5/R	Routine enquiries
	5/5/1	Determination
	5/5/1/1	Water
	5/5/1/2	Electricity
5/6	Subsidies received	
	5/6/P	Policy
	5/6/1	Individual subsidies
5/7	Deposits	
	5/7/P	Policy
	5/7/1	Water and electricity
5/8	Funds and levies	
	5/8/R	Routine enquiries
	5/8/1	Reserve fund
5/9	Investments	
	5/9/P	Policy
	5/9/R	Routine enquiries
	5/9/1	Long term
	5/9/2	Short term
5/10	Claims	
	5/10/R	Routine enquiries
	5/10/1	Salaries
	5/10/2	Accidents
	5/10/3	Compensation
5/11	Settlement of accounts	
	5/11/1	Telephone accounts
	5/11/1/1	Metro central
	5/11/1/2	Home telephones
	5/11/1/3	Cellular phones
	5/11/2	Fax machines accounts
5/12	Grants and Pension Fund: Councillors	
	5/12/1	Payment of Grants
	5/12/1/1	Executive Mayor
	5/12/1/2	Deputy Mayor
	5/12/1/3	Management committee members
	5/12/2	Pension fund matters
	5/12/2/1	Councillors Gratuity Fund BENONI
5/13	Collection of money	
	5/13/P	Policy
	5/13/1	Credit Control
5/14	Insurance	
	5/14/R	Routine enquiries
	5/14/1	Short term insurance cover
	5/14/2	Cases
	5/14/2/1	All Risk Management
	5/14/2/2	Fires
	5/14/2/3	Third Party
5/15	Accounting responsibility	
	5/15/1	Audit

	5/15/1/R	Routine enquiries
	5/15/1/1	Auditor General
	5/15/1/1/1	Provincial
	5/15/1/2	Internal
	5/15/1/2/1	Monthly reports
	5/15/1/2/2	Enquiries
	5/15/1/2/2/1	Market
5/16	Financial assistance	
	5/16/1	By council to the public
	5/16/1/P	Policy
	5/16/1/1	Donations/sponsorships/funding
	5/16/1/2	Bursaries
	5/16/1/3	Loans
5/17	Losses/thefts	
	5/17/1	Loss of municipal property
	5/17/1/1	Computers/fax machines/copy machines
	5/17/1/2	Lost of share certificates
	5/17/1/2	Thefts in buildings
5/18	Banking information	
	5/18/R	Routine enquiries
	5/18/1	Signing authority
5/19	Reports and returns	
	5/19/1	Central statistical services
	5/19/2	S.A. Reserve Bank

6. DOMESTIC SUPPLIES AND SERVICES

6/1	Domestic supplies	
	6/1/P	Policy
	6/1/R	Routine enquiries
	6/1/1	Stocktaking
	6/1/2	Acquisition and maintenance
	6/1/2/1	Furniture and office equipment
	6/1/2/1/1	Computers
	6/1/2/2	Stationery
	6/1/2/3	Purchasing of uniforms
	6/1/2/4	Licences
	6/1/2/4/1	T.V. licences
	6/1/2/4/2	Hand radios
	6/1/3	Disposal of surplus and worn-out supplies
6/2	Domestic services	
	6/2/P	Policy
	6/2/R	Routine enquiries
	6/2/1	Transport
	6/2/1/1	Applications and approvals
	6/2/1/2	Accident reports/claims
	6/2/1/3	Fuel
	6/2/1/3/R	Routine enquiries
	6/2/1/3/1	Issuing of fuel
	6/2/2	Communication

6/2/2/1	Postal services
6/2/2/1/R	Routine enquiries
6/2/2/1/1	Franking machine
6/2/2/1/1/1	Monthly Refunds
6/2/2/2	Telephone services
6/2/2/3	Telefax
6/2/2/4	E-mail
6/2/3	Translation and interpreting services
6/2/4	Security services
6/2/5	Courier services
6/3	Canteens and caterers and refreshments

7. BUILDINGS AND GROUNDS

7/1	Buildings
7/1/R	Routine enquiries
7/1/1	Acquisition
7/1/1/1	Purchase
7/1/1/2	Erection
7/1/1/3	Hire/use of halls
7/1/1/4	Expropriations
7/1/2	Allocation/accommodation for Regions/Utilities and Agencies
7/1/2/P	Policy
7/1/2/R	Routine enquiries
7/1/2/1	Lease of buildings
7/1/2/1/1	Diepsloot
7/1/2/1/2	Midrand/Ivory Park
7/1/2/1/3	Sandton
7/1/3	Maintenance
7/1/3/1	Lifts in building (Schindler)
7/1/4	Alienation
7/1/4/1	City Hall
7/1/4/2	Sale
7/1/5	Demolition of buildings
7/1/6	Visits/tours at council buildings
7/2	Grounds
7/2/R	Routine enquiries
7/2/1	Acquisition
7/2/1/1	Purchase
7/2/1/2	Expropriation
7/2/1/3	Hire
7/2/2	Maintenance
7/2/3	Alienation
7/2/3/1	Letting
7/2/3/2	Sale
7/2/4	Embellishment

8. TENDERS, QUOTATIONS AND CONTRACTS

- 8/1 Main files
 - 8/1/P Policy
 - 8/1/R Routine enquiries
 - 8/1/1 Opening of tenders
- 8/2 Specific tenders and quotations
- 8/3 Specific contracts

9. REPORTS AND RETURNS

- 9/P Policy
- 9/R Routine enquiries
- 9/1 Reports
 - 9/1/1 Annual reports
 - 9/1/1/1 Council
 - 9/1/1/1/1 Distribution and deliveries
 - 9/1/1/2 Regions
 - 9/1/1/2/1 Region 1
 - 9/1/1/3 Utilities and Agencies
 - 9/1/1/3/1 City Power Johannesburg (Pty) Ltd
 - 9/1/1/3/2 Johannesburg Water (Pty) Ltd
 - 9/1/2 Monthly reports
 - 9/1/3 Quarterly reports

10. PUBLICITY AND INFORMATION

- 10/1 Own publicity and information
 - 10/1/P Policy
 - 10/1/R Routine enquiries
 - 10/1/1 Press/TV and radio reports
 - 10/1/2 Brochures and newsletters
 - 10/1/2/1 Metronet
 - 10/1/2/2 Access to information
 - 10/1/3 Enquiries
 - 10/1/3/1 History of the City of JHB
 - 10/1/3/2 Sights
 - 10/1/3/3 World Summit (September 2002)
 - 10/1/4 Shows and exhibitions
 - 10/1/5 Emblems of the council
 - 10/1/5/P Policy
 - 10/1/5/1 Adoption, alteration and interpretation
 - 10/1/5/2 Enquiries and permission to use
 - 10/1/5/2/1 Coat of Arms/Crest of City of Johannesburg
 - 10/1/5/2/2 Flag
 - 10/1/5/2/3 Chain of office
- 10/2 Publicity by other bodies: control
 - 10/2/P Policy
 - 10/2/R Routine enquiries
 - 10/2/1 Advertising
 - 10/2/1/1 Media
 - 10/2/1/2 Boards and posters on poles

10/2/1/3	Internet/Website
10/2/1/4	Hoardings and sky signs
10/2/1/4/1	I.D. Signs
10/2/1/4/2	Alive advertising
10/2/1/4/3	Primedia- Outdoor (Pty) Ltd
10/2/1/4/4	Primedia Ad Displays
10/2/1/4/5	Corpcom Outdoor
10/3	Information: other bodies
10/3/R	Routine enquiries
10/3/1	Central government
10/3/2	Provincial
10/3/3	Other local authorities

11. FESTIVALS AND SOCIAL MATTERS

11/1	Main files	
11/1/P	Policy	
11/1/R	Routine enquiries	
11/1/1	Speeches	
11/1/2	Protocol and list of addresses	
11/2	Festivals	
11/3	Social matters	
11/3/1	Own receptions and functions	
11/3/1/1	Mayoral reception	
11/3/2	Other receptions and functions	
11/3/2/1	Invitations	
11/3/3	Letters of thanks/congratulations /condolence/ speedy recovery	
11/3/4	Awards to the public	

12.COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS

12/P	Policy
12/R	Routine enquiries
12/1	Routine correspondence
12/2	Minutes, reports and policy decisions
12/2/1	National and provincial
12/2/1/1	Institute for Local Government Management
12/2/1/2	Provincial Municipal Association
12/2/2	Regional
12/2/3	Local
12/2/3/1	Residential and Rate Payers Association

13. LEGAL MATTERS

13/P	Policy
13/R	Routine enquiries
13/1	Legal opinions and court/council decision

- 13/2 Appointments
 - 13/2/1 Attorneys
 - 13/2/2 Commissioner of oaths
- 13/3 Claims
 - 13/3/1 By the council
 - 13/3/1/1 Damage to council property
 - 13/3/1/2 Recovery of money owing to the council by employees
 - 13/3/2 Against the council
 - 13/3/2/1 Notice of withdrawal
 - 13/3/2/2 Breach of contract
 - 13/3/2/3 Traffic accidents
 - 13/3/2/4 Negligence
 - 13/3/2/5 Informal Dwellings
- 13/4 Prosecutions
 - 13/4/1 Serving of lawsuit documents

14. LICENCES AND PERMITS

- 14/P Policy
- 14/1 Licences
 - 14/1/1 Application and issue
 - 14/1/1/1 Trade licences
 - 14/1/1/1/1 Hawkers
 - 14/1/1/1/2 Entertainment
 - 14/1/1/1/3 Dairies
 - 14/1/1/1/4 Liquor
 - 14/1/1/2 Vehicle licences
 - 14/1/1/2/1 Public vehicles
 - 14/1/1/2/2 Municipal vehicles
 - 14/1/1/3 Driver's licences
 - 14/1/1/4 Occupational licences
 - 14/1/1/4/1 Plumbers
 - 14/1/1/4/2 Electricians
- 14/2 Permits

15. TOWN PLANNING AND CONTROL

- 15/1 Main files
 - 15/1/P Policy
 - 15/1/R Routine enquiries
 - 15/1/1 Municipal boundaries
 - 15/1/2 Appointment of consulting town planners and engineers
 - 15/1/3 Register of permitted practices
 - 15/1/4 Sinking of boreholes
 - 15/1/5 Reservation of sites
 - 15/1/5/1 Industry
 - 15/1/5/2 Educational institutions
 - 15/1/5/3 Sport and recreation

	15/1/5/4	Churches
	15/1/6	Geological survey
	15/1/7	Guide, guideline, structure and development plans
15/2		Town planning schemes
15/3		Establishment of townships
15/4		Control of township
	15/4/1	Name of township
	15/4/1/1	Amendment of conditions of establishment
	15/4/1/2	Sub-division and consolidations
	15/4/1/3	Servitudes
	15/4/1/4	Control of construction of buildings
	15/4/1/4/1	Building line restrictions and encroachments
	15/4/1/5	Permitted practices
	15/4/1/6	Existing practices
	15/4/1/7	Rezoning
	15/4/1/8	Sectional titles
	15/4/1/9	Illegal Business
	15/4/2	Name of next township

16. ESSENTIAL SERVICES

16/P		Policy
16/R		Routine enquiries
16/1		Water
	16/1/1	Main files
	16/1/1/P	Policy
	16/1/1/R	Routine enquiries
	16/1/1/1	Acquisition of sources
	16/1/1/1/1	Dams
	16/1/1/1/2	Rivers
	16/1/1/1/3	Springs
	16/1/1/2	Purchases
	16/1/1/3	Provision and Maintenance of reservoirs and purification plants
	16/1/1/4	Main pipelines
	16/1/1/4/1	Installation
	16/1/1/4/2	Servitudes
	16/1/1/4/3	Connection
	16/1/1/5	Meters
	16/1/1/5/1	Installations
	16/1/1/5/2	Testing
	16/1/1/6	Water restrictions
	16/1/1/7	Statistics/monitoring
	16/1/2	Municipal areas
16/2		Electricity
	16/2/P	Policy
	16/2/R	Routine enquiries
	16/2/1	Generation
	16/2/2	Purchase
	16/2/3	Servitudes

	16/2/4	Erection and maintenance of sub-stations
	16/2/5	Provision and maintenance of streetlights
	16/2/6	Meters
	16/2/6/1	Installation
	16/2/6/2	Testing
	16/2/7	Statistics
	16/2/8	Distribution
16/3	Roads and streets	
	16/3/P	Policy
	16/3/R	Routine enquiries
	16/3/1	Road construction programme
	16/3/2	Proclamation
	16/3/3	Planning and commentary i.r.o. Main roads
	16/3/3/1	National roads
	16/3/3/2	Provincial roads
	16/3/4	Closing
	16/3/4/1	Temporary closing
	16/3/5	Construction and maintenance
	16/3/5/1	Surfaces
	16/3/5/2	Storm water drainage
	16/3/5/3	Sidewalks
	16/3/5/4	Bridges and subways
	16/3/6	Allocation of street names
16/4	Sewerage	
	16/4/P	Policy
	16/4/R	Routine enquiries
	16/4/1	Establishment and management
	16/4/1/1	Sewerage farms
	16/4/1/2	Sewerage pumping-stations
	16/4/1/3	Network
16/5	Sanitation	
	16/5/P	Policy
	16/5/R	Routine enquiries
	16/5/1	Rubbish removal services
	16/5/1/1	Street rubbish bins
	16/5/1/2	Home rubbish bins
	16/5/1/3	Garden garbage
	16/5/1/4	Illegal dumping
	16/5/2	Sanitation service
	16/5/2/1	Bucket service
	16/5/2/2	Vacuum tank service
	16/5/2/3	Public toilets
	16/5/3	Recovery of waste
16/6	Cemetery and crematorium	
	16/6/P	Policy
	16/6/R	Routine enquiries
	16/6/1	Establishment
	16/6/2	Maintenance
	16/6/2/1	Cemetery

16/6/2/2	Crematorium
16/6/3	Exhumation and reburials
16/6/4	Erection of tombstones
16/6/5	Pauper burials

17. COMMUNITY SERVICES

17/1	Health	
17/1/P		Policy
17/1/R		Routine enquiries
17/1/1		Provision of clinic services
17/1/2		Diseases and plagues
17/1/2/1		Notice of occurrence
17/1/2/2		Measures for prevention
17/1/2/3		Measures for combating
17/1/2/3/1		Epidemics
17/1/3		Inspections/evacuation
17/1/3/1		Premises and food
17/1/3/2		Air and water pollution
17/2	Education	
17/2/P		Policy
17/2/R		Routine enquiries
17/3	Traffic control	
17/3/P		Policy
17/3/R		Routine enquiries
17/3/1		Road use
17/3/1/1		Promotion of road safety
17/3/1/2		Vehicle control
17/3/1/2/1		Roadworthiness testing
17/3/1/2/2		Disposal of abandoned vehicles
17/3/1/3		Traffic volume survey
17/3/1/4		Provision of road signs
17/3/1/5		Application for permission
17/3/1/5/1		Processions
17/3/1/5/1/1		Political
17/3/1/5/2		Rallies
17/3/1/5/3		Abnormal loads
17/3/1/5/4		Loudspeakers and posters
17/3/1/6		Use of speed traps
17/3/1/7		Offences: condonation
17/3/2		Parking allocations
17/3/2/1		Public parking
17/3/2/2		Taxis
17/3/2/3		Loading zones
17/4	Library services	
17/4/P		Policy
17/4/R		Routine enquiries
17/4/1		Buildings
17/4/1/1		Acquisition
17/4/1/2		Maintenance

	17/4/2	Books and periodicals
	17/4/2/1	Purchase
	17/4/2/2	Donations
	17/4/2/3	Losses
	17/4/2/4	Inter-library loans
	17/4/3	Reports and returns
17/5	Housing	
	17/5/P	Policy
	17/5/R	Routine enquiries
	17/5/1	Schemes
	17/5/1/1	National housing scheme
	17/5/1/2	Municipal housing scheme
	17/5/1/2/1	Applications
	17/5/1/2/2	Waiting lists
	17/5/2	Rent board investigations
17/6	Civic centre, parks, gardens and open spaces	
	17/6/P	Policy
	17/6/R	Routine enquiries
	17/6/1	Applications
	17/6/2	Provision
	17/6/3	Maintenance
	17/6/3/1	Parks
	17/6/3/2	Caravan parks
	17/6/3/3	Playgrounds
	17/6/3/4	Camping grounds
	17/6/3/5	Islands and circles
	17/6/3/6	Nurseries
	17/6/3/7	Civic centre
	17/6/4	Planting and felling of trees
17/7	Sport and recreation	
	17/7/P	Policy
	17/7/R	Routine enquiries
	17/7/1	Swimming pools
	17/7/1/1	Application for use
	17/7/1/2	Hours
	17/7/2	Provision of sport facilities
	17/7/2/1	Application for use
	17/7/3	Maintenance of sports facilities
	17/7/3/1	Rand Stadium
17/8	Bus transport	
	17/8/P	Policy
	17/8/R	Routine enquiries
	17/8/1	Establishment of services
	17/8/2	Arrangement of services
	17/8/3	Determination of routes and halts
	17/8/4	Provision of shelters
	17/8/5	Drafting and amending of time tables
	17/8/6	Hiring out of buses
	17/8/7	Bus tours arranged by council
	17/8/8	Disposal of lost goods

17/9	Market	
	17/9/P	Policy
	17/9/R	Routine enquiries
	17/9/1	Appointment of market agents
	17/9/2	Hiring of tables and stalls
	17/9/3	Sales
	17/9/3/1	Arrangement of auctions
	17/9/3/2	Fixing of prices
17/10	Provision and management of fire brigade and ambulance services	
	17/10/1	Fire brigade services
	17/10/1/P	Policy
	17/10/1/R	Routine enquiries
	17/10/1/1	Buildings
	17/10/1/1/1	Acquisition
	17/10/1/1/2	Maintenance
	17/10/2	Ambulance service
17/11	Abattoir	
	17/11/P	Policy
	17/11/R	Routine enquiries
17/12	Pounds	
	17/12/P	Policy
	17/12/R	Routine enquiries
	17/12/1	Impounding of animals
17/13	Social services	
	17/13/P	Policy
	17/13/R	Routine enquiries
	17/13/1	Social service organizations
	17/13/1/1	Registration
	17/13/1/2	Street collections
	17/13/1/2/1	Applications
	17/13/2	Supply of food, clothing and fuel
17/14	Religion and churches	
	17/14/P	Policy
	17/14/R	Routine enquiries
17/15	Heritage, arts and culture	
	17/15/P	Policy
	17/15/R	Routine enquiries
	17/15/1	Provision
	17/15/2	Maintenance of buildings
	17/15/2/1	Professional
	17/15/2/2	Routine
	17/15/3	Declaration as monument
17/16	Civil defence	

Summary of our responsibilities

The overwhelming majority of requests for information received from members of the public will be dealt with immediately.

Most general information will be made available, without delay or recourse to a third party, from Customer Relationship Agents at People's Centres, JoburgConnect or on our web site www.joburg.org.za.

Where the information is of a customer specific nature, for example account queries; this information is normally readily available at People's Centres and JoburgConnect.

In the longer term it is the intention of the City of Johannesburg to make all information, that the public should reasonably be provided with, available at JoburgConnect, People's Centres and electronically, via the Internet or email.

The "Promotion of Access to Information Act" has now significantly strengthened the right of members of the public to information held by the City of Johannesburg.

Every effort should be made to provide the requested information without recourse to the Act. However, in a very small number of cases where there is reasonable doubt whether the information should be made available to the customer, the customer now has the right to make a formal application for this information under the Act.

At present a customer can make a formal application at a People's Centre or telephonically to JoburgConnect. In both cases the request will be captured electronically and a reference number given to the customer. The request can then be tracked until, a decision is made to provide the information, the request is rejected in terms of the Act and any appeal is completed.

Where a request for information cannot be met a customer shall be:

- Informed of their right to make a formal application under the Act.
- Informed of the fact that certain types of requests for information may be refused.
- Informed of their right to appeal if a request is initially refused.

Giving the Public Access to Information

Most types of general information held by the City of Johannesburg should be made available to members of the public on request.

Ideally we should pre-empt requests and ensure general information is available on both the Intranet and Internet. This means members of the public can find the information on our web site, or the City's customer relationship agents can provide the information at People's Centres or at JoburgConnect. If the information is not presently available on the intranet, the onus is on us to provide the information within a reasonable timeframe.

Under the Act we have a responsibility to:

- Foster a culture of culture of transparency and accountability "...by giving effect to the right to access to information".
- 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.

Making a formal application in terms of the Act

As previously stated, most information held by the City of Johannesburg can be made available to members of the public without recourse to the formal procedures required by the Act and every effort should be made to meet a customers request.

If there is a reasonable belief that the information would not be made available in terms existing legislation, the customer should be informed of their right to make a formal application. However, a customer has the right at any time to make a formal request for information in terms of the Act.

There is a standard form for making formal applications and these forms are held electronically at all People's Centres and JoburgConnect.

It is the responsibility of the customer relationship agents to help the requestor complete the form correctly.

A member of the public who wishes to make a formal application can simply phone the request through to JoburgConnect and the Customer Relationship Agent will guide the customer through the form and ensure all relevant sections are completed and the customer will receive a reference number for that specific request.

Alternatively, a member of the public can drop into a People's Centre and again the Customer Relationship Agent will capture the information and provide a reference number.

If a formal application under the "Promotion of Access to Information" is made:

A response to a formal request for information must be made as soon as reasonably possible, but within 30 days after the request has been received.

In certain limited circumstances the City of Johannesburg's Information Officer may extend the period once by a subsequent 30 days.

The response should state if the request has been granted or give adequate reasons in terms of the Act why the request has been refused.

If an application is granted

Normally, the information requested must be made available immediately. In a very small number of cases the information will not be immediately available and reference should be made to Section 24 of the Act for situations where deferment is acceptable.

However, if a fee is required, this fee should be paid before access is given.

Every reasonable effort should be made to provide the information in an accessible form as may be requested by the customer.

If an application is refused

The Act allows certain types of requests for information to be refused.

If an application is refused in terms of the Act, the person requesting the information must be informed of the reason, the relevant sections of the Act, and the right to appeal against the decision.

The right of appeal

If access is denied the requester may lodge an appeal within 60 days.

Again the appeal can be made at any People's Centre or telephonically to JoburgConnect. The same reference number used in the initial application will be retained to track the appeal.

A decision on the appeal shall be made within 30 days of receipt of the appeal and the requester informed of the decision.

The requester may make an application to a Court after the internal appeal process has been exhausted.

Fees

There are two types of fees required to be paid in terms of the Act.

If you request access to a record containing information about yourself you are not required to pay a requester fee.

If you request information that is not about yourself you will be required to pay a requester fee.

You will be informed of the prescribed fee and be required to pay before the Information Officer proceeds with your request.

The request fee is R 35. You have the right to lodge an appeal against this fee.

If the request is granted a further access fee may be paid for the search, preparation, reproduction, and for any time greater than the prescribed hours to search and prepare the record for disclosure.

A full listing of fees is available on request or from our web site www.joburg.org.za

Arrangements for Public involvement in the formulation of policy

The City of Johannesburg is committed to public participation in the development of policy.

The way public participation is undertaken may change from time to time and further information can be obtained from your local elected councillor.

Public participation is annually undertaken to inform the development of the Local Integrated Developments Plans (LIDP's) for your area. This normally involves public meetings in your area and further information can be obtained from your Councillor. Timeframes for the development of LIDP's are available soon after the beginning of each financial year on the web site www.joburg.org.za and are also available from People's Centres and Councillors.

Communities have the right to raise a Petition relating to any matter concerning their area and any People's Centre will take and record a Petition. All Petitions are subject to scrutiny by a committee of Council.

Each councillor is required to report back to their community and there is also a representative ward committee to help the Councillor be aware of what is happening in their ward.

From time to time the City of Johannesburg may hold public hearings for interested parties to assist in the formation of policy.

There are two types of committee formally constituted by Council, these are known as Section 79 and Section 80. In Section 79's there may be representation from external bodies. The Chairperson of both Section 79 and 80 Committees may from time to time request input from interested parties.

A number of representative specialist forums may be set up from time to time to assist Council structures in the formulation of policy.

Members of the Public are welcomed to attend all full Council meetings and the dates of these are available from your local Councillor, our web site www.joburg.org.za or from any People's Centre.

Your comments on any matter relating to the City of Johannesburg are always welcome and you can log your comments on www.joburg.org.za, email

joburgconnect@joburg.org.za or discuss the matter with your local Councillor or a ward committee member.

End

Promotion of Access to Information Act Manual

(in accordance with section 51 of the Promotion of Access to Information act, No 2 of 2000)

Introduction to Noel Lang Insurance Brokers

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

The Head of / Information Officer	: Godfrey Lang..
Physical address	: 8 Lauth Road, Pinetown
Postal address	: P O Box 1325, Pinetown, 3600
Tel number:	031-702 0742
Fax number:	031-702 6472
Email address:	info@langbrokers.co.za
Web address:	n/a

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

Should you require greater clarity you are referred to the Guide that will be published by The South African Human Rights Commission by not later than August 2003.

The Guide will be printed in the Government Gazette and be available for inspection by the public at the offices of the Human Rights Commission. Direct any queries to: The South African Human Rights Commission, PAIA Unit, Research and Documentation Department, Private Bag 2700, Houghton. 2041 Tel no. 011 484 8300; Fax no. 011 484 7146;
www.sahrc.org.za

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

Short Term Insurance Act, No. 53 of 1998

4. Access to the records held by Noel Lang Insurance Brokers [Sections 51(1)(c) and 51(1)(e)]

- i. Client Financial Needs Analysis, Client Risk Profile, Client Financial Products and Services Summary [Section 51(1)(c)]
- ii. Human Resources : [Section 51(1)(e)]
 - Employment contracts
 - Disciplinary and Grievance Procedure records
 - Internal correspondence
- iii. **The request procedures:**
 - The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Noel Lang Insurance Brokers. This request must be made to the address, fax number or electronic mail address mentioned above. [s 53(1)].
 - The requester must provide sufficient detail on the request form to enable the head of Noel Lang Insurance Brokers 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 [§ 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 [§ 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

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

- The head of Noel Lang Insurance Brokers will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to the brokerage is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 4(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is available for inspection at the offices of the head of Noel Lang Insurance Brokers free of charge at the above mentioned address; and copies are available with the SAHRC, as well as published in the Government Gazette.

COBRA GROUP PENSION FUND**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Cobra Group Pension Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: **H. Robinson**
2. The Financial Services Board PF Number of the Fund is: **12/8/6894/2**
3. The registered address of the Fund is: **Alexander Forbes Place, No. 61 Katherine Street, Sandton**
4. The postal address of the Fund is: **Alexander Forbes Financial Services, P.O. Box 787240, Sandton, 2146.**
5. The contact telephone number for the Fund is: **(011) 951 5000**
6. The contact facsimile number for the Fund is: **(011) 955 4389**
6. The e-mail address of the Head of the Fund is: hendrikr@cobrawatertech.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is **R100-00**

(b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:

- (i) the documents referred to in C(a) above;
- (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
- (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
- (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

(c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
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- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.

- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations or computerised statement of claim value
- Tax Application
- Tax Directive
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (**deaths only**)
- Insurance received - statement by insurer (**deaths only**)
- Copy of death certificate

Member Data

- New entrant data
- Contribution records
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus calculations

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Pensioners:

- Special tax directives, including IT 88's, garnishees, etc.
- Commutation of pensions - calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Trustee instruction regarding payments

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA and fidelity cover
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

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