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M A N U A L S

IN ACCORDANCE WITH

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



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

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BARLOWORLD EQUIPMENT (PTY) LTD

(Company Registration No. 1970/015489/07)

**And those subsidiary companies listed in Annexure 1
(hereinafter collectively referred to as "Barloworld Equipment (Pty) Ltd")**

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

PART I

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

Name of body: Barloworld Equipment (Pty) Ltd

Head of body: Mr L S Day

Address: Barloworld Corporate Office
180 Katherine Street
Sandton
2126

Postal Address: P.O. Box 781291
Sandton
2146

**All requests for information in terms of the Act should be addressed to
the appointed Deputy Information Officer, Mr Kenny Gaynor, who can be
contacted as follows:**

Telephone No.: (011) 301-4119

Fax: (011) 301-4164

e-mail: kgaynor@barloworld-equipment.com

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

As at the time of compiling this manual the guide referred to in this section has not yet been compiled by the Human Rights Commission. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

PART III**Information referred to under section 51 (1) (c) of the Act**

The following categories of records will be freely available:

1. Annual Reports
2. Marketing and promotional material published by Barloworld Equipment (Pty) Ltd
3. All information published on the Barloworld Equipment Website (www.barloworld-equipment.com)

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

Records are kept in accordance with the following legislation:

Income Tax Act, 58 of 1962

Unemployment Insurance Act, 30 of 1966

Value-Added Tax Act, 89 of 1991

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Labour Relations Act, 66 of 1995

Basic Conditions of Employment Act, 75 of 1997

3

Employment Equity Act, 55 of 1998

Skills Development Levies Act, 9 of 1999

Pension Funds Act, 24 of 1956

Companies Act, 61 of 1973

National Environmental Management Act, 107 of 1998

Regional Services Councils Act, 109 of 1985

Occupational Health and Safety Act, 85 of 1993

Stock Exchanges Control Act, 1 of 1985

Aviation Act, 74 of 1962

Trademarks Act, 194 of 1993

PART V

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

Personnel records

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

Personnel records include the following:

- Any personal records provided to the Barloworld Equipment (Pty) Ltd by their personnel;
- Any records that a third party has provided to Barloworld Equipment (Pty) Ltd about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

Customer-related records

A customer includes any natural or juristic entity who receives services from Barloworld Equipment (Pty) Ltd. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of Barloworld Equipment (Pty) Ltd;
- Any records a third party has provided to Barloworld Equipment (Pty) Ltd; and
- Records generated by or within Barloworld Equipment (Pty) Ltd pertaining to the customer, including transactional records.

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Records pertaining to Barloworld Equipment (Pty) Ltd

The following are considered to include but not be limited to records that pertain to Barloworld Equipment (Pty) Ltd's own affairs:

- Financial records;
- Operational records;
- Databases;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Treasury-related records;
- Securities and equities; and
- Records held by officials of Barloworld Equipment (Pty) Ltd;
- Software and licensing agreements.

Other Parties

Barloworld Equipment (Pty) Ltd may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary and associated companies, joint venture companies and service providers. Alternatively, such other parties may possess records that can be said to belong to Barloworld Equipment (Pty) Ltd.

The following records fall under this category:

- Personnel, customer or Barloworld Equipment (Pty) Ltd's records which are held by another party as opposed to being held by Barloworld Equipment (Pty) Ltd; and
- Records held by Barloworld Equipment (Pty) Ltd pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

ANNEXURE 1

COMPANY

REGISTRATION NO

Barlow's (Cape) (Pty) Ltd
Thos. Barlow & Sons (Natal) (Pty) Ltd
Barlow's Trading and Finance Co (Pty) Ltd
Barlow Handling (Pty) Ltd
Circon (Pty) Ltd
Varibox CVT (Pty) Ltd
Warden & Hotchkiss Limited

1934/005163/07
1947/026723/07
1972/005437/07
1965/009931/07
1970/016600/07
1947/024909/07
1934/005599/06

COMPANY

REGISTRATION NO

Barlow's (O.F.S.) (Pty) Ltd
Barlow's Engine Company (Pty) Ltd
Barlows Estates (Pty) Ltd
Barloworld Energy (Pty) Ltd
Circon Systems (Pty) Ltd
Partics (Pty) Ltd
D.D.T. Products (Pty) Ltd

1953/002604/07
1966/012345/07
1964/008257/07
1965/006133/07
1974/003360/07
1995/005941/07
1945/018573/07

21 February 2003

Business Notice for insertion into Government Gazette on 28 February 2003

PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

Notice is hereby given that the undermentioned Companies, Close Corporations, Professional Firms and Sole Traders have submitted Access to Information Manuals to the Human Rights Commission.

Adolph Numerical Controls SA cc	Limosa Investments 93 (Pty) Ltd
Aeroil (Pty) Ltd	Mail Africa (Pty) Ltd
Applied Finance & Investments (Pty) Ltd	Mainline Media cc
ASA Limited	Masco Building Supplies (Pty) Ltd
ASA Educational Trust, The	Masco Properties cc
Auvid Hire cc	McCarthy's
Barwil cc	More or Less (Pty) Ltd
Blue Dot Properties 446 (Pty) Ltd	Moteti Spares (Pty) Ltd
Bridlen Investments cc	On-Sea Properties cc
Capensis Investments 403 (Pty) Ltd	Petronex (Pty) Ltd
Capstone 177 (Pty) Ltd	Pipe Design Consultants (Pty) Ltd
Century International Ltd (Incorporated in Botswana)	Portion 1 of 33 Kyalami cc
Chatatrop Holdings 98 (Pty) Ltd	Preferred Equity Services (Pty) Ltd
Chatatrop Holdings 101 (Pty) Ltd	Proscape cc
Chatatrop Holdings 115 (Pty) Ltd	Pybus Fifty-Four (Pty) Ltd
Clinic & Job Uniforms (Pty) Ltd	Ranquin Properties cc
C R Intermedia Productions cc	Riccardo Builders cc
Dedel 'Ingoma Music-Theatre Company	Route 24 Trust, The
Dolcat Curtaining and Accessories cc	Sadeth Properties (Pty) Ltd
Eiri River Estates cc	Sebenza Art & Craft Emporium cc
Engineering Pipe Design Service cc	Sebiac Investments cc
Fashion By Four (Pty) Ltd	SGM Nutrition cc
Film Fetish cc	Silvermoon Twenty Two cc
Fiona MacPherson Photography cc	Soul Soil Nursery cc
Flat 40 Harbour Terrace cc	Specialized Security Traders (Pty) Ltd
Graff Kruger Sadur & Associates cc	SRS Security Investments (Pty) Ltd
Grayston Trust, The	Surelock cc
Harbor Public Relations and Marketing cc	Swimrite (Pty) Ltd
Hermeco cc	Thyme & Again Catering cc
HTT Plumbing Design cc	Timcke, Dr P H
Integrate Library & Information Systems cc	Toncar Agencies cc
Kansas Investments (Pty) Ltd	Universal Motor Spares
Keswick (Pty) Ltd	Wordstation cc
	Zimanzi Consulting Services (Pty) Ltd

R SWAAK PROKUREUR

HANDLEIDING SAAMGESTEL OOREENKOMSTIG BEPALINGS IN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING

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 R SWAAK PROKUREUR versoek word in terme van die wet. Die handleiding kan gewysig word, en sodra wysigings gefinaliseer is sal opgedateerde wysigings beskikbaar gestel word. 'n Versoeker kan Mnr R Swaak kontak indien hy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting/dokumente van R SWAAK PROKUREUR.

Woorde gebruik in hierdie handleiding se betekenis is soos volg :

“die wet” – beteken 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 R SWAAK PROKUREUR, “R SWAAK PROKUREUR” – beteken R SWAAK PROKUREUR, gestruktureer as 'n enkel praktisyn en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte, besighede en organisasies. “SAMK” – beteken Suid Afrikaanse Menseregtekommissie, “Inligtingsbeampte” – die senior vennoot van R SWAAK PROKUREUR is aangewys as die inligtingsbeampte van R SWAAK PROKUREUR, aan wie versoeke gerig moet word vir inligting in terme van die Wet.

2. KONTAK BESONDERHEDE (Art. 51(1)(a) van die Wet)

Naam van liggaam: R SWAAK PROKUREUR, Adres: 7de Vloer Burlangebou, Bureaulaan 41, Pretoria, 0001, Senior vennoot en inligtingsbeampte: R Swaak, Posadres : Bus 9443, Pretoria, 0001, Tel: 012-323 2341 Faks: 012- 323 2351, E-pos: RSwaak@yebo.co.za

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

In terme van die bepalings van Art. 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.

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

Op hierdie stadium is geen kennisgewing gepubliseer nie.

5. INLIGTING/DOKUMENTE BESKIKBAAR I.G.V. ANDER WETGEWING (Art. 51(1)(d) van die Wet)

R SWAAK PROKUREUR hou inligting/ dokumente soos hierna aangedui:

Inkomstebelastingwet no 58 van 1962 (Art 75), Wet op prokureurs no 53 van 1979, Wet op Vergoeding vir Beroepsbeserings en siektes, No 130 van 1993 (Art 97), Wet op Basiese Diensvoorwaardes no 75 van 1997 (Art 31), Werkloosheidsversekeringswet, No. 63 van 2001.

Die bogenoemde rekords, insoverre dit van publieke aard is, is outomaties beskikbaar sonder dat 'n persoon toegang daartoe hoef te versoek i.t.v. die Wet en soos verlang in Art. 52.

6. INLIGTING/DOKUMENTE GEHOU DEUR R SWAAK PROKUREUR I.T.V. DIE WET (Art. 51(1)(e) van die Wet)

R SWAAK PROKUREUR hou inligting/dokumente soos hierna aangedui.

Inligting t.o.v die operasionele-, handels-, en finansiële belange van R SWAAK PROKUREUR, 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), Lys van handelsmerke en hangende aansoeke

Enige en alle inligting/dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n Versoeker ondehewig aan die bepalings van van die Wet. Geen inligting/dokumente wat deur R SWAAK PROKUREUR gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepaling van die Wet nie. Die versoek moet in 'n voorgeskrewe vorm wees, gerig aan die inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

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

Die minister van Justisie en konstitusionele Ontwikkeling het tot op datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie.

8. BESKIKBAARHEID VAN HIERDIE HANDLEIDING (Art. 53(3) van die Wet)

Die handleiding is gratis beskikbaar vir inspeksie by die kantore van R SWAAK PROKUREUR. Afskrifte van die handleiding kan verkry word by R SWAAK PROKUREUR onderhewig aan betaling van die voorgeskrewe fooi. Toegang kan tot die handleiding bekom word op die webblad van SAMK (www.sahrc.org.za), en sal ook gepubliseer word in die staatskoerant. Die handleiding wat bekombaar is op die webblad van 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 of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

**VENTER, DUPPER & WILDENBOER
PROKUREURS**

**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE
BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE
BEVORDERING VAN
TOEGANG TOT INLIGTING, 2 VAN 2000**

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1. INLEIDING

Die doel van die Handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting/dokumente van VENTER, DUPPER & WILDENBOER 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 minne CAROLUS JOHANNES VENTER, JOHANN OCKERT DUPPER en JACQUES JAN HENDRIK WILDENBOER kontak indien hy/s bystand verlang met betrekking tot die gebruik van hierdie Handleiding en/of die rig van 'n versoek tot inligting/dokumente van VENTER, DUPPER & WILDENBOER PROKUREURS.

Woorde gebruik in die Handleiding, se betekenis is soos volg:

"die Wet"	beteken die Wet op die Bevordering van Toegang tot Inligting, Wet 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 VENTER, DUPPER & WILDENBOER PROKUREURS;
"VENTER, DUPPER & WILDENBOER PROKUREURS"	beteken VENTER, DUPPER & WILDENBOER PROKUREURS gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besigheids/organisasies;

"SAMK"

beteken die Suid-Afrikaanse Menseregtekommissie;

"Inligtingsbeample"

Die senior vennoot van VENTER, DUPPER & WILDENBOER PROKUREURS is aangewys as die Inligtingsbeample van VENTER, DUPPER & WILDENBOER 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: **VENTER, DUPPER & WILDENBOER PROKUREURS**

Vennoot en Inligtingsbeample: **CAROLUS JOHANNES VENTER, JOHANN OCKERT DUPPER en JACQUES JAN HENDRIK WILDENBOER**

Adres: Suite 177, 1ste Vloer, Kingsleysentrum, Kerkstraat 481, Arcadia 0083 PRETORIA

Posadres: Posbus 40534, Arcadia 0007

Telefoon: (012) 440-2335/-1897/-3278

Faks: (012) 341-9846

E-pos: vdw.attorneys@law.co.za

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

In terme van die bepalings van Artikel 10 van die Wet, sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie aangestel 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
Navordering- en Dokumentasie-afdeling
Privaatsak X2700
Houghton
2041

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

5. 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.

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

- * Insolvensiewet, Wet 24 van 1936 (Artikels 134 en 155);
- * Wet op Pensioenfondse, Wet 24 van 1956;
- * Inkomstebelastingwet, Wet 58 van 1962 (Artikel 75);
- * Maatskappijwet, Wet 61 van 1973;
- * Die Wet op Kopiereg, Wet 98 van 1978;
- * Wet op Prokureurs, Wet 53 van 1979;
- * Wet op Streeksdiensterade, Wet 109 van 1985;
- * Wet op Belasting op Toegevoegde Waarde, Wet 89 van 1991 (Artikel 65);
- * Wet op Beroepsgeesondheid en -veiligheid, Wet 85 van 1993;
- * Wet op Vergoeding vir Beroepsbeserings en-siektes, Wet 130 van 1993 (Artikel 97);
- * Wet op Arbeidsverhoudinge, Wet 66 van 1995;
- * Wet op Basiese Diensvoorwaardes, Wet 75 van 1997 (Artikel 31);
- * Employment Equity Act, Wet 55 van 1998 (Artikel 26);
- * Skills Development Act, Wet 97 van 1998;
- * Wet op Mediese Skemas, Wet 131 van 1998;
- * Skills Development Levies Act, Wet 9 van 1999; en
- * Werkloosheidsversekeringswet, Wet 64 van 2001.

Die bogemelde rekords, in sover 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 VENTER, DUPPER & WILDENBOER PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

VENTER, DUPPER & WILDENBOER PROKUREURS hou inligting/dokumente soos hiema aangedui:

- * Inligting ten opsigte van die operasionele-, handels- en finansiële belange van VENTER, DUPPER & WILDENBOER PROKUREURS;
- * Kontrakte;
- * Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, beslaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte);
- * Standaard Indiensnemingskontrakte;
- * Verslag ten opsigte van Gelyke Indiensneming;
- * Verslag oor vaardigheidsontwikkeling;
- * VENTER, DUPPER & WILDENBOER PROKUREURS Personeelverslae;
- * Menslike hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote/direkteure);
- * Lys van handelsmerke en hangende aansoeke;
- * Versekeringspolisse; en
- * Reëls en regulasies met betrekking tot die Pensioenfonds.

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 VENTER, DUPPER & WILDENBOER 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 Inligtingsbeample en teen betaling van die voorgeskrewe gelde.

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

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

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

8.5 Die Handleiding is gratis beskikbaar vir inspeksie by die kantore van VENTER, DUPPER & WILDENBOER PROKUREURS.

8.6 Afskrifte van die Handleiding kan verkry word by die kantore van VENTER, DUPPER & WILDENBOER PROKUREURS, onderhewig aan betaling van die voorgeskrewe fooi.

8.7 Toegang kan tot die Handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant.

8.8 Die Handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant, bevat nie die voorgeskrewe vorms en fooi-struktuur nie. Die vorms en fooi-struktuur 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".

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MANUAL
of
DE KLERK MANDELSTAM ATTORNEYS
(“the firm”)

**PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, No. 2 OF 2000 (“the Act”)**

(Private Body)

Last Updated February 2003

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1. INTRODUCTION

The Act gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released**. The Act sets out the procedural issues attached to such request.

The aim of this manual is to assist potential requestors with the procedure to be followed when requesting access to information / documents from this firm as contemplated in 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 H J P De Klerk should he / she require any assistance in respect of the utilisation of the manual and / or the requesting of information / documents from this firm.

2. DEFINITIONS

In this manual, the following words will bear the following meanings :

“the Act”	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
“the / this manual”	shall mean this manual together with all annexures thereto as available at the offices of this firm from time to time;
“the / this firm”	shall mean De Klerk Mandelstam Attorneys, structured as a sole proprietorship, which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;

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

"information officer" the sole owner of this firm has been appointed as the Information Officer, to which requests for information in terms of the Act, should be addressed.

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

Name of private body	DE KLERK MANDELSTAM ATTORNEYS
Owner and appointed Information Officer	Mr H J P de Klerk
Address	101 Lancaster Avenue, Cnr Clarence Avenue, Craighall Park, Randburg, 2125
Postal address	P O Box 3194 Randburg, 2125
Telephone	(011) 442-8609
Fax	(012) 442-8753
e-mail	deklerkman@mweb.co.za
Website address	not yet in operation

4. 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 X2700
HOUGHTON. 2041

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

5. 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.

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

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

Insolvency Act, Nr. 24 of 1936 (Section 134 and 155);	Copyright Act, Nr. 98 of 1978
Companies Act, Nr. 61 of 1973;	
Attorneys Act, Nr. 53 of 1979	
Regional Services Councils Act, (109 of 1985	
Value Added Tax Act, Nr. 89 of 1991 (Section 65)	
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)	

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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.

7. DOCUMENTS / INFORMATION HELD BY THIS FIRM IN TERMS OF THE ACT
(Section 51(1)(e) of the Act)

This firm holds the information / documents listed herein below :

Details relating to the operational, commercial and financial interests of the firm;
Commercial contracts;
Client data base (personal information of client's, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such client's);
Standard Employment Contracts; Employment Equity Report;
Skills Development Report; This Firm's Personnel Report;
Human Resources (personal information of past, present and prospective employees and partners / directors);
Insurance policies.

The firm's website is not yet operational.

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 this firm 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.

8. 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.

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

- 9.1 This manual is available for inspection at the offices of this firm, free of charge.
- 9.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of this firm.
- 9.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and this firm (when operational in due course) and will be published in the Government Gazette.
- 9.4 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 of fee structure. The request forms and fee structure can be obtained on the SAHRC website or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

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MANUAL
of
PIET VAN ZYL ATTORNEYS
("the firm")

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

(Private Body)

Last Updated February 2003

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1. INTRODUCTION

The Act gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released**. The Act sets out the procedural issues attached to such request.

The aim of this manual is to assist potential requestors with the procedure to be followed when requesting access to information / documents from this firm as contemplated in 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 P H van Zyl should he / she require any assistance in respect of the utilisation of the manual and / or the requesting of information / documents from this firm.

2. DEFINITIONS

In this manual, the following words will bear the following meanings :

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of this firm from time to time;
"the / this firm"	shall mean Piet van Zyl Attorneys, structured as a sole proprietorship, which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;

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- "SAHRC" shall mean the South African Human Rights Commission;
- "information officer" the sole owner of this firm has been appointed as the Information Officer, to which requests for information in terms of the Act, should be addressed.

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

Name of private body	PIET VAN ZYL ATTORNEYS
Owner and appointed Information Officer	Mr P H van Zyl
Address	145 Walter Beckett Road Arcadia Pretoria. 0083
Postal address	P O Box 367 Pretoria. 0001
Telephone	(012) 342 – 2814/5/6
Fax	(012) 342 - 2817
e-mail	pvzyl@mweb.co.za
Website address	not yet in operation

4. 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 X2700
HOUGHTON. 2041

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

5. 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.

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

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

Insolvency Act, Nr. 24 of 1936 (Section 134 and 155);
Pension Funds Act, Nr. 24 of 1956; Income Tax Act, Nr. 58 of 1962 (sec 75)
Companies Act, Nr. 61 of 1973; Copyright Act, Nr. 98 of 1978
Attorneys Act, Nr. 53 of 1979
Regional Services Councils Act, (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)

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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.

7. DOCUMENTS / INFORMATION HELD BY THIS FIRM IN TERMS OF THE ACT
(Section 51(1)(e) of the Act)

This firm holds the information / documents listed herein below :

Details relating to the operational, commercial and financial interests of the firm;

Commercial contracts;

Client data base (personal information of client's, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such client's);

Standard Employment Contracts; Employment Equity Report;

Skills Development Report; this firm's Personnel Report;

Human Resources (personal information of past, present and prospective employees and partners / directors);

List of trademarks and pending applications; Insurance policies.

The firm's website is not yet operational.

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 this firm 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.

8. 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.

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

- 9.1 This manual is available for inspection at the offices of this firm, free of charge.
- 9.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of this firm.
- 9.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and this firm (when operational in due course) and will be published in the Government Gazette.
- 9.4 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 of fee structure. The request forms and fee structure can be obtained on the SAHRC website or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

**MANUAL
of
BENNIE AND WILSON
("the firm")**

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

(Private Body)

Last Updated February 2003

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1. INTRODUCTION

The Act gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released**. The Act sets out the procedural issues attached to such request.

The aim of this manual is to assist potential requestors with the procedure to be followed when requesting access to information / documents from this firm as contemplated in 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 M P Wilson should he / she require any assistance in respect of the utilisation of the manual and / or the requesting of information / documents from this firm.

2. DEFINITIONS

In this manual, the following words will bear the following meanings :

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of this firm from time to time;
"the / this firm"	shall mean Bennie and Wilson, structured as a partnership, which renders accounting, auditing, taxation and related services to individual clients and all businesses / organisations;

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

"information officer" the sole owner of this firm has been appointed as the Information Officer, to which requests for information in terms of the Act, should be addressed.

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

Name of private body	BENNIE AND WILSON CHARTERED ACCOUNTANTS
Owner and appointed Information Officer	Mr M P Wilson
Address	No. 2 Larch Nook Zwartkop Ext 4, 0157
Postal address	P O Box 7041 CENTURION, 0046
Telephone	(012) 6631246
Fax	(012) 6632081
e-mail	mike@bennieandwilson.co.za
Website address	www.bennieandwilson.co.za

4. 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 X2700
HOUGHTON. 2041

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

5. 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.

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

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

Insolvency Act, Nr. 24 of 1936 (Section 134 and 155);	
Pension Funds Act, Nr. 24 of 1956;	Income Tax Act, Nr. 58 of 1962 (sec 75)
Companies Act, Nr. 61 of 1973;	Copyright Act, Nr. 98 of 1978
Close Corporations Act, Nr 69 of 1984	
Regional Services Councils Act, (109 of 1985	
Value Added Tax Act, Nr. 89 of 1991 (Section 65)	
Occupational Health and Safety Act, Nr. 85 of 1993	
Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)	

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

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

7. DOCUMENTS / INFORMATION HELD BY THIS FIRM IN TERMS OF THE ACT
 (Section 51(1)(e) of the Act)

This firm holds the information / documents listed herein below :

Details relating to the operational, commercial and financial interests of the firm;
 Commercial contracts;
 Client data base (personal information of client's, commercial and financial information).
 Standard Employment Contracts; Employment Equity Report;
 Skills Development Report; this firm's Personnel Report;
 Insurance policies;
 Human Resources (personal information of past, present and prospective employees and partners / directors);

Bennie and Wilson's website address is www.bennieandwilson.co.za and it is accessible to anyone with access to the internet. It contains a profile on Bennie & Wilson, 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 this firm 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.

8. 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.

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

- 9.1 This manual is available for inspection at the offices of this firm, free of charge.
- 9.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of this firm.
- 9.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and this firm (www.bennieandwilson.co.za) and will be published in the Government Gazette.
- 9.4 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 or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

MANUAL
of
JAN BASSON & VENNOTE INC
("the firm")

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

(Private Body)

Last Updated February 2003

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8. Other information	3
9. Availability of the Manual	3

1. INTRODUCTION

The Act gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released**. The Act sets out the procedural issues attached to such request.

The aim of this manual is to assist potential requestors with the procedure to be followed when requesting access to information / documents from this firm as contemplated in 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 W F Basson should he / she require any assistance in respect of the utilisation of the manual and / or the requesting of information / documents from this firm.

2. DEFINITIONS

In this manual, the following words will bear the following meanings :

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of this firm from time to time;
"the / this firm"	shall mean Jan Basson & Vennote Inc, (Reg. no. 2000/005409/21), Chartered Accountants, structured as an incorporated company, which renders accounting services to individual clients and businesses / organisations;

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

"information officer" the sole director of this firm has been appointed as the Information Officer, to which requests for information in terms of the Act, should be addressed.

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

Name of private body	Jan Basson & Vennote Inc t/a Basson & Vennote / Partners
Owner and appointed Information Officer	Mr J W F Basson
Address	36 Leslie Street Vereeniging. 1930
Postal address	P O Box 2664 Vereeniging. 1930
Telephone	(016) 422-0045
Fax	(016) 422- 0047
e-mail	j.basson@mweb.co.za
Website address	not yet operational

4. **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 X2700
HOUGHTON. 2041

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

5. **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.

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

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

Insolvency Act, Nr. 24 of 1936 (Section 134 and 155);	
Pension Funds Act, Nr. 24 of 1956;	Income Tax Act, Nr. 58 of 1962 (sec 75)
Companies Act, Nr. 61 of 1973;	Copyright Act, Nr. 98 of 1978
Attorneys Act, Nr. 53 of 1979	
Regional Services Councils Act, (109 of 1985	
Value Added Tax Act, Nr. 89 of 1991 (Section 65)	
Occupational Health and Safety Act, Nr. 85 of 1993	
Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)	

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

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

7. DOCUMENTS / INFORMATION HELD BY THIS FIRM IN TERMS OF THE ACT
(Section 51(1)(e) of the Act)

This firm holds the information / documents listed herein below :

Details relating to the operational, commercial and financial interests of the firm;
Commercial contracts;
Client data base (personal information of client's, commercial and financial information,
information on contemplated, information on agreements, proposals and intellectual
property of such client's);
Standard Employment Contracts; Employment Equity Report;
Skills Development Report; this firm's Personnel Report;
Human Resources (personal information
of past, present and prospective employees and partners / directors);
Insurance policies.

The firm's website is not yet operational.

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 this firm 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.

8. 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.

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

- 9.1 This manual is available for inspection at the offices of this firm, free of charge.
- 9.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of this firm.
- 9.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 9.4 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 or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

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

**E-Commerce Legal Risk Management (Pty)
Limited**

THE RIGHT TO REQUEST ACCESS TO A RECORD HELD BY A PRIVATE BODY

E-Commerce Legal Risk Management is a private body as defined in the Promotion of Access to Information Act 2 of 2000. ("the Act").

The motivation for the Act is to be found in the Constitution of South Africa. The Constitution provides that everyone has a right of access to information held: -

- by the state (no reason for access to the information needs to be established) (section 32(1)(a) of the Constitution); or,
- by a private body, if the requestor requires a record for the exercise or protection of any right.(section 32(1)(b) of the constitution)

The Constitution further requires that legislation be enacted to give effect to the provisions of section 32. The Act has been enacted to meet this requirement.

In terms of the Act any person has a right of access to a record held by or under the control of a private body if the record:

- is required for the exercise or protection of any right;
- the requestor has complied with all the procedural requirements of the Act; and
- the private body is not entitled to refuse access to the record requested in terms of the grounds of refusal established in the Act.

The grounds for refusal are:

- Mandatory protection of the privacy of a third party who is a natural person (human being);
- Mandatory protection of commercial information of third party;
- Mandatory protection of certain confidential information of a third party;
- Mandatory protection of the safety of individuals, and the protection of property;
- Mandatory protection of records privileged from production in legal proceedings;
- Commercial information of a private body;
- Mandatory protection of research information of a third party and a private body.

The first enquiry is whether the request is procedurally correct. This will be facilitated by properly and fully completing the information required in the "Request for Access to a Record". If assistance is required, the information officer will render all reasonable assistance to a requester in complying with the procedures set out in the Act. He will also require that the requester is properly identified and that the applicable request fee has been paid. Only after these requirements have been satisfied will the thirty day period, within which the information officer is obliged to give the requester notice of his decision, begin to run.

The second enquiry is whether the requester has evidenced, in the request, that he or she requires the record to exercise or protect a right. If the information officer is satisfied that the information provided by the requester supports this requirement the third enquiry will be conducted.

The third enquiry is whether the information officer must or may refuse the request on the basis of a "Ground for Refusal" set out in the Act. In certain instances this decision is mandatory in others it is discretionary.

Once the information officer has made his decision he must inform the requester of the decision and, if the request is refused, provide reasons for the refusal.

If the requestor is aggrieved by either the fees charged for access to a record, the form in which access is provided to a record, or by a refusal to grant access to a record, the requestor is entitled to apply to court for appropriate relief, within thirty days of receiving notice of the decision.

E-Commerce Legal Risk Management endorses the object of the Act, which is to give affect to the constitutional right of access to information, subject to justifiable limitations, and this manual is intended to assist requesters in exercising this right.

CONTACT DETAILS OF THE HEAD OF AND THE INFORMATION OFFICER

E-Commerce Legal Risk Management (Pty) Limited is a limited liability company, which carries on business providing consultancy services relating to the management of legal risks arising from the use of information technology and the protection of information. The contact details of the information officer appointed by E-Commerce Legal Risk Management are:

Information Officer	Mark Heyink
Postal Address	3 Heron Ave, Dowerglen ext 2, Edenvale, 1609.
Physical Address	3 Heron Ave, Dowerglen ext 2, Edenvale, 1609.
Phone Number	011 454 0449
Fax Number	011 454 0036
Email address	mark@heyink.co.za

HUMAN RIGHTS COMMISSION GUIDE

In terms of Section 10 of the Act the office of the Human Rights Commission is obliged to provide a guide, in each official language, on how to use the Act. At the time of preparing this manual, the guide is yet to be published and it is anticipated that it will become available in August 2003.

If guidance is required prior to the publication of the envisaged guide requesters are advised to view the website of the Human Rights Commission at www.sahrc.org.za, or to contact Adv Mothusi Lepheana at 011 484 8300, or by email at paia@sahrc.org.za.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Requesters are referred to the following statutes that may allow them access to records held by E-commerce Legal Risk Management without having to follow the procedures set out in the Act. If a requester believes that any other statutory instrument allows access to a record this should be referred to the information officer who will within a reasonable period (not being more than 10 days) consider a request in the light thereof.

- Basic Conditions of Employment Act 75 of 1997;
- Companies Act 61 of 1973;
- Consumer Affairs Act 23 of 1999;
- Credit Agreements Act 75 of 1980;
- Criminal Procedure Act, Act 51 of 1977;
- Electronic Communications and Transactions Act 2 of 2000;
- Income Tax Act 58 of 1962;
- Insolvency Act 24 of 1936;
- Interception and Monitoring Prohibition Act 127 of 1992 (to be replaced by the Regulation of Interception of Communications Act 70 of 2002 once it commences);
- Labour Relations Act 66 of 1995;
- Magistrates Court Act 32 of 1944;
- Skills Development Levies Act 9 of 1999;
- Supreme Court Act 59 of 1959;
- Value Added Tax Act 89 of 1991.

RECORDS HELD BY E-Commerce Legal Risk Management (Pty) Limited

- Financial records
 - Books of account
 - Records of payments
 - Records of receipt of monies
- External Communications
 - Communications entered into with clients
 - Communications entered into with, associates, suppliers of good and services.
- Personnel records
 - Remuneration records
- Client records
 - Working papers and drafts
 - Agreements
 - Client and project information
 - Records held on behalf of clients

PRESCRIBED FEES

In terms of section 54(1) of the Act the head of a private body (or by implication its information officer) is not obliged to process the request until the prescribed request fee (currently R50.00) has been paid. Unless and until the fee or any deposit which the requestor is required in terms of the Act to pay and all other procedural requirements have been complied with the thirty day period allowed for the information officer to consider the request shall not commence.

A schedule of the prescribed fees may be obtained:

- By viewing regulation R187 on the South African Human Rights Commission's website at www.sahrc.org.za
- By return email addressed to mark@heyink.co.za. The following reference must be inserted in the subject line of the email "Request for copy of prescribed fees"

- By collecting a copy from the premises of E-commerce Legal Risk Management at 3 Heron Ave, Dowerglen ext 2, Edenvale, Gauteng.

FORM OF REQUEST FOR ACCESS TO A RECORD

The Act requires that a request for access to a record be made substantially in the form prescribed.

The form required to be completed to request access to the records of E-commerce Legal Risk Management may be obtained:

- from the premises of E-commerce Legal Risk Management at 3 Heron Ave, Dowerglen ext 2, Edenvale, Gauteng; or
- by return email addressed to mark@heyink.co.za. The following reference must be inserted in the subject line of the email "Request for Access to a Record".

Requesters are reminded that they are required to provide sufficient particulars to enable the information officer of the private body to identify the requester and the records requested and that a "face to face" identification is required by E-commerce Legal Risk Management. In submitting a request for access to a record, requesters are required to present themselves to the information officer, together with an identification document or such other form of identification satisfactory to the information officer to allow proper identification to be carried out.

COPIES OF THIS MANUAL

Copies of this manual are obtainable:

- In hardcopy from the premises of E-commerce Legal Risk Management at 3 Heron Ave, Dowerglen ext 2, Edenvale, Gauteng.
- In electronic format by return email addressed to mark@heyink.co.za. The following reference must be inserted in the subject line of the email "Request for manual".

This manual will be published in the government gazette.

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

Mark Heyink Attorney

THE RIGHT TO REQUEST ACCESS TO A RECORD HELD BY A PRIVATE BODY

Mark Heyink Attorney is a private body as defined in the Promotion of Access to Information Act 2 of 2000. ("the Act").

The motivation for the Act is to be found in the Constitution of South Africa. The Constitution provides that everyone has a right of access to information held: -

- by the state (no reason for access to the information needs to be established) (section 32(1)(a) of the Constitution); or,
- by a private body, if the requestor requires a record for the exercise or protection of any right.(section 32(1)(b) of the constitution)

The Constitution further requires that legislation be enacted to give effect to the provisions of section 32. The Act has been enacted to meet this requirement.

In terms of the Act any person has a right of access to a record held by or under the control of a private body if the record:

- is required for the exercise or protection of any right;
- the requestor has complied with all the procedural requirements of the Act; and
- the private body is not entitled to refuse access to the record requested in terms of the grounds of refusal established in the Act.

The grounds for refusal are:

- Mandatory protection of the privacy of a third party who is a natural person (human being);
- Mandatory protection of commercial information of third party;
- Mandatory protection of certain confidential information of a third party;
- Mandatory protection of the safety of individuals, and the protection of property;
- Mandatory protection of records privileged from production in legal proceedings;
- Commercial information of a private body;
- Mandatory protection of research information of a third party and a private body.

The first enquiry is whether the request is procedurally correct. This will be facilitated by properly and fully completing the information required in the "Request for Access to a Record". If assistance is required, the information officer will render all reasonable assistance to a requester in complying with the procedures set out in the Act. He will also require that the requester is properly identified and that the applicable request fee and, if applicable a deposit, has been paid. Only after these requirements have been satisfied will the thirty day period, within which the information officer is obliged to give the requester notice of his decision, begin to run.

The second enquiry is whether the requester has evidenced, in the request, that he or she requires the record to exercise or protect a right. If the information officer is satisfied that the information provided by the requester supports this requirement the third enquiry will be conducted.

The third enquiry is whether the information officer must or may refuse the request on the basis of a "Ground for Refusal" set out in the Act. In certain instances this decision is mandatory in others it is discretionary.

Once the information officer has made his decision he must inform the requester of the decision and, if the request is refused, provide reasons for the refusal.

If the requestor is aggrieved by either the fees charged for access to a record, the form in which access is provided to a record, or by a refusal to grant access to a record, the requestor is entitled to apply to court for appropriate relief, within thirty days of receiving notice of the decision.

Mark Heyink Attorney endorses the object of the Act, which is to give affect to the constitutional right of access to information, subject to justifiable limitations, and this manual is intended to assist requesters in exercising this right.

CONTACT DETAILS OF THE INFORMATION OFFICER

Mark Heyink Attorney practices as a sole practitioner providing services as an attorney notary and conveyancer. The contact details of the information officer appointed by Mark Heyink Attorney are:

Information Officer	Mark Heyink
Postal Address	3 Heron Ave, Dowerglen ext 2, Edenvale, 1609.
Physical Address	3 Heron Ave, Dowerglen ext 2, Edenvale, 1609.
Phone Number	011 454 0449
Fax Number	011 454 0036
Email address	mark@heyink.co.za

HUMAN RIGHTS COMMISSION GUIDE

In terms of Section 10 of the Act the office of the Human Rights Commission is obliged to provide a guide, in each official language, on how to use the Act. At the time of preparing this manual, the guide is yet to be published and it is anticipated that it will become available in August 2003.

If guidance is required prior to the publication of the envisaged guide requesters are advised to view the website of the Human Rights Commission at www.sahrc.org.za, or to contact Adv Mothusi Lepheana at (011) 484 8300, or by email at paia@sahrc.org.za.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Requesters are referred to the following statutes that may allow them access to records held by Mark Heyink Attorney without having to follow the procedures set out in the Act. If a requester believes that any other statutory instrument allows access to a record this should be referred to the information officer who will within a reasonable period (not being more than 10 days) consider a request in the light thereof.

- Basic Conditions of Employment Act 75 of 1997;
- Companies Act 61 of 1973;
- Consumer Affairs Act 23 of 1999;
- Credit Agreements Act 75 of 1980;
- Criminal Procedure Act, Act 51 of 1977;
- Deeds Registries Act 47 of 1937;
- Electronic Communications and Transactions Act 2 of 2000;
- Financial Intelligence Centre Act 38 of 2001;
- Income Tax Act 58 of 1962;
- Insolvency Act 24 of 1936;
- Interception and Monitoring Prohibition Act 127 of 1992 (to be replaced by the Regulation of Interception of Communications Act 70 of 2002 once it commences);
- Labour Relations Act 66 of 1995;
- Magistrates Court Act 32 of 1944;
- Skills Development Levies Act 9 of 1999;
- Supreme Court Act 59 of 1959;
- Value Added Tax Act 89 of 1991.

RECORDS HELD BY MARK HEYINK ATTORNEY

- Financial records
 - Books of account
 - Records of payments
 - Records of receipt of monies
- External Communications
 - Communications entered into with clients
 - Communications entered into with, associates, suppliers of good and services.
- Personnel records
 - Remuneration records
- Client records
 - Working papers and drafts
 - Agreements
 - Client and project information
 - Records held on behalf of clients
 - Records held by statutory obligation

PRESCRIBED FEES

In terms of section 54(1) of the Act the head of a private body (or by implication its information officer) is not obliged to process the request until the prescribed request fee (currently R50.00) has been paid. Unless and until the fee or any deposit which the requestor is required in terms of the Act to pay and all other procedural requirements have been complied with the thirty day period allowed for the information officer to consider the request shall not commence.

A schedule of the prescribed fees may be obtained:

- By viewing regulation R187 on the South African Human Rights Commission's website at www.sahrc.org.za

- By return email addressed to mark@heyink.co.za. The following reference must be inserted in the subject line of the email "Request for copy of prescribed fees"
- By collecting a copy from the premises of Mark Heyink Attorney at 3 Heron Ave, Dowerglen ext 2, Edenvale, Gauteng.

FORM OF REQUEST FOR ACCESS TO A RECORD

The Act requires that a request for access to a record be made substantially in the form prescribed.

The form required to be completed to request access to the records of The form required to be completed to request access to the records of Mark Heyink Attorney may be obtained:

- from the premises of Mark Heyink Attorney at 3 Heron Ave, Dowerglen ext 2, Edenvale, Gauteng; or
- by return email addressed to mark@heyink.co.za. The following reference must be inserted in the subject line of the email "Request for Access to a Record".

Requesters are reminded that they are required to provide sufficient particulars to enable the information officer of the private body to identify the requester and the records requested and that a "face to face" identification is required by Mark Heyink Attorney. In submitting a request for access to a record, requesters are required to present themselves to the information officer, together with an identification document or such other form of identification satisfactory to the information officer to allow proper identification to be carried out.

COPIES OF THIS MANUAL

Copies of this manual are obtainable:

- In hardcopy from the premises of Mark Heyink Attorney at 3 Heron Ave, Dowerglen ext 2, Edenvale, Gauteng.
- In electronic format by return email addressed to mark@heyink.co.za. The following reference must be inserted in the subject line of the email "Request for manual".

This manual will be published in the government gazette.

Anglovaal Industries Limited
Reg. Nr. 1944/017201/06

Promotion of Access to Information Manual

1. The Manual

1.1 Introduction

The 1996 South African Constitution by providing a statutory right of access on request to any record held by the state as well as access to records held by private bodies entrenches the fundamental right to information.

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), which came into effect on the 9th of March 2001, seeks to advance the values of transparency and accountability in South Africa and provides the mechanism for requesters to exercise the constitutional right to information.

The Act establishes the following statutory rights of requesters to any record of a private body if:

- That record is required for the exercise or protection of any of his or her legal rights;
- That requester complies with all the procedural requirements;
- Access is not refused in terms of any ground referred to in the Act.

Should you have any difficulty in using this manual, do not hesitate to contact the Information Officer, whose contact details are set out in 3 for assistance.

1.2 Scope

This Manual has been prepared by Anglovaal Industries Limited, and applies to all of the following companies:

- Anglovaal Industries Limited;
- Anglovaal Industries Investments (Pty) Ltd; and
- AVI Financial Services (Pty) Ltd.

Hereinafter referred to as AVI.

It is published in accordance with the requirements of section 51 of the Act to facilitate access to records held by AVI in terms of the Act.

Specifically the manual provides information on:

- The contact details of the information officer, who will deal with a persons request;
- The structure and functions of AVI;
- The subjects and categories of records that are held by AVI;
- Records that are automatically available, without a person having to request access;

- Records that are available in terms of any other legislation; and
- The procedure that needs to be followed to obtain access to a record.

1.3 Availability of the Manual

This manual is available in both printed and a Portable Document Format (PDF) version.

A copy of the printed version of the manual is also available for consultation or removal, free of charge, from:

The Information Officer

19 Impala Road

Chislehurst

Johannesburg

Tel: (011) 779 2700

Fax: (011) 884 2318

e-mail: info@avi.co.za

For attention: The Information Officer

The manual is accessible in PDF format from AVI's website www.avi.co.za

1.4 Access to routinely available information

AVI routinely makes available to the public certain information on its functions and activities. This information will continue to be available without having to make a formal request under the Act.

1.4.1 General Information

General Information on AVI is available on our website www.avi.co.za. AVI's website is generally available to anyone who has access to the Internet. The website has the following categories:

- Home;
- Structure;
- Brands;
- Investments;
- Links; and
- Contacts.

1.5 Policy with regard to confidentiality and Access to Information

AVI will protect the confidentiality of information provided to it by third parties, subject to AVI's obligations to disclose information in terms of any applicable law or a court order requiring disclosure of the information.

2. Entry point for requests

The Chief Executive Officer ("CEO") of AVI has delegated his powers in terms of the Act to the Information Officer, who will handle all requests in terms of this Act on their behalf. All requests in terms of the Act must be addressed to:

The Information Officer

19 Impala Road

Chislehurst

Johannesburg

Tel: (011) 779 2700

Fax: (011) 884 2318

e-mail: info@avi.co.za

For attention: The Information Officer

3. Who may request access to information

The Act provides that a person may only request information in terms of the Act if the information is required for the protection of a right. Only requests for access, where the requester can furnish the Information Officer with sufficient particulars as to the right the requester is seeking to protect, will be considered.

A requester can request access to information in different capacities; the category will influence the amount to be charged when a request has been lodged. Requesters can be classified in different categories:

- A personal requester, that is a person who requests information about him / herself;
- An agent requester, that is a person requesting information on behalf of someone else;
- A third party requester, that is a person requesting information about someone else; and
- A public body, requesting information in the public interest.

4. Guidance to requesters

The South African Human Rights Commission (SAHRC) is required by law to compile a guide that will include the following:

- A description of the objectives of the Act;
- The relevant information of every private body as applicable;
- The manner and form in which requests must be lodged;
- The remedies available to requesters should a body not comply with the Act;
- The manner in which an appeal can be lodged;
- The fees payable in relation to requests for access; and
- A reference to any regulations passed.

It is expected that the SAHRC Manual will be published by the 15th of August 2003. AVI intends to substitute and complete this section once the Commission has published its guide. Individuals may also request any additional information to assist them in making a request from the South African Human Rights Commission at:

South African Human Rights at PAIA Unit

Private Bag 2700

Houghton

2041

Human Rights Advice Line: 0860 120 120

Fax: (011) 484 1360

Website: www.sahrc.org.za

5. Records available in terms of other legislation

5.1 Unlimited requesters

Certain legislation mandates AVI to allow any person access to specified information, upon request, irrespective of who that person may be. In terms of the Companies Act 61 of 1973 any person may have access to certain specified financial information.

5.2 Limited requesters

Certain legislation mandates private bodies to allow certain persons access to specified information, upon request. Legislation that may be consulted to establish the type or record and the person having access thereto are:

- Basic Conditions of Employment Act 75 of 1997;
- Companies Act 61 of 1973;
- Compensation of Occupational Injuries and Diseases Act 130 of 1993;
- Competition Act 89 of 1998;
- Consumer Affairs Act 23 of 1999;
- Credit Agreements Act 75 of 1980;
- Criminal Procedure Act, Act 51 of 1977;
- Debt Collectors Act 114 of 1998;
- Electronic Communications and Transactions Act 2 of 2000;
- Employment Equity Act 55 of 1998;
- Firearms Control Act 60 of 2000;
- Income Tax Act 58 of 1962;
- Insider Trading Act 135 of 1998;
- Insolvency Act 24 of 1936;

- Interception and Monitoring Prohibition Act 127 of 1992;
- Labour Relations Act 66 of 1995;
- Magistrates Court Act 32 of 1944;
- Occupational Health and Safety Act 85 of 1993;
- Prevention of Organised Crime Act 121 of 1998;
- Skills Development Act 97 of 1997;
- Skills Development Levies Act 9 of 1999;
- Supreme Court Act 59 of 1959;
- Unemployment Insurance Act 63 of 2001; and
- Value Added Tax Act 89 of 1991.

Although we have used our best endeavours to supply you with a complete list of applicable legislation it is possible that the above list may be incomplete. Wherever it comes to our attention that existing or new legislation allows a requester access based on other than that set out in the Act we shall immediately update the list.

If a requester believes that a right to access to a record exists in terms of the legislation listed above, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the information officer the opportunity of considering the request in light thereof.

6. Procedure

6.1 Prescribed access form

In order for us to facilitate your access to a record you need to complete the attached prescribed access form in Annexure A. Please take note that the prescribed access form must be completed in full, failure to do so will result in the process being delayed until such additional information is provided.

6.2 Proof of identity

Proof of identity is required to authenticate the request and the requester. Therefore in addition to the access form, requesters will be required to supply a certified copy of the requester's identification document or any other means of identification acceptable to the Information Officer.

If the requester acts as an agent requester as described in 3. The requester shall provide proof of the identity of the person on whose behalf the request is made, the authority or mandate given to the requester by such person and proof of the identity of the requester. The Information Officer shall not process any such request until he/she is satisfied that these requirements have been met.

6.3 Prescribed fees

Please take note that a request will not be processed until the request fee and the deposit (if applicable) have been paid. Requesters are advised that four types of fees are provided for in terms of the Act.

- Reproduction fee: this fee is payable with respect to all records that are automatically available;
- Request fee: this fee is an administration fee that must be paid by all requesters, except personal requesters (a personal requester is a requester seeking access containing information about the requester him / herself), before the request is considered and is not refundable;
- Access fee: which is payable once access to a record is granted, this fee is intended to reimburse AVI for the costs involved in searching and preparing the record for delivery; and
- Deposit: which is payable if AVI receives a request for access to information held on a person other than the requester himself / herself and the preparation for the record will take more than six hours.

6.3.1 Reproduction fees

The applicable fees (excluding VAT) for reproduction as referred to above are:

	Rand
■ For every photocopy of an A4-size page or part thereof	1.10
■ For every printed page of an A4-size or part thereof held on a computer or in electronic form	0.75
■ For a copy in a computer readable form:	
Diskette:	7.50
Compact disc:	70.00
■ A transcription of visual images, for and A4-size page or part thereof	40.00
■ For a copy of visual images	60.00
■ A transcription of an audio record, for an A4-size page or part thereof	20.00
■ For a copy of an audio record	30.00

6.3.2 Request fee

A request fee of R50.00 (excluding VAT) is payable in advance where a requester submits a request for access to information pertaining to anybody other than a requester him / herself.

6.3.3 Access fees

The applicable fees (excluding VAT) which will be payable are:

	Rand
■ For every photocopy of an A4-size page or part thereof	1.10
■ For every printed of an A4-size page or part thereof held on a computer or in electronic form	0.75
■ For a copy in a computer readable form:	
Diskette:	7.50
Compact disc:	70.00
■ A transcription of visual images, for and A4-size page or part thereof	40.00
■ For a copy of visual images	60.00
■ A transcription of an audio record, for an A4-size page or part thereof	20.00
■ For a copy of an audio record	30.00
■ To search a record that must be disclosed, per hour of part of the hour	30.00
■ Where a copy of the record needs to be posted the actual postal fee is payable.	

6.3.4 Deposit

Where AVI receives a request for access to information held pertaining to a person other than the requester himself / herself and the information officer is of the opinion that the preparation of the required record will take more than six (6) hours, a deposit of one third (1/3rd) of the amount of the applicable access fee will be payable in advance.

7. Granting or refusal of requests

All requests that meet the requirements, as set out above will be processed in line with the time limits as set out in the Act.

Requesters should take note that requests may be refused based on the following grounds, as set out in the Act:

- Mandatory protection of privacy of a third party who is a natural person;
- Mandatory protection of commercial information of a third party;
- Mandatory protection of certain confidential information of a third party;
- Mandatory protection of records privileged from production in legal proceedings;
- Commercial information of the private body; and
- Mandatory protection of research information of a third party and of the private body.

Requesters will be informed within 30 days of the private body's decision. Please take note that in terms of the Act this 30 day period maybe extended for a further 30 day period should more time be required to gather the requested information. The requester will however be notified if the initial 30 day notice period will be extended for a further 30 days.

8. Appeal

In contrast with the provisions in the Act relating to the establishment of an internal appeal structure in public bodies, the only recourse available to a private body will be to approach a court of law.

9. Structure and classes of records of AVI

9.1 Scope

The Information contained in this chapter is intended to identify the main classes of records held within AVI and their organisational corporate structure.

Further assistance in identifying records held by AVI is obtainable from the Information Officer.

9.2 Company Information

9.3.1 Main Business Activities

AVI is a South African based group focusing on the non-durable consumer goods industry. Its key competencies are the marketing, processing, manufacturing and distribution of food, cosmetics and packaging. It is listed on the JSE Securities Exchange South Africa in the Non-Cyclical Consumer Goods – Food Producers and Processes.

9.3.2 Company Fact sheet

Exchanges	JSE
Code	AVI
Sector	Non-Cyclical Consumer Goods
Sub Sector	Food Producers and Processors
Nature of Business	AVI is a consumer goods group. Its focus is to provide enjoyment to people through the supply of branded, added-value products and services.
Listed shares in issue at 28 February	336090881 ordinary 5 cent shares
Employees at 30 June 2002	Local - 10095 International - 1185
Telephone Number	+27 11 779 2700
Fax Number	+27 11 884 2318
E-mail Address	info@avi.co.za
Website	www.avi.co.za
Postal Address	PO Box 1897 Saxonwold
Postal Code	2132

Physical Address 19 Impala Road Chislehurst Sandton

Operations
Subsidiary Companies

Branded Consumer Goods % Owned

Irvin & Johnson Limited	80 %
National Brands Limited - Food	100%
National Brands Limited - Cosmetics	100%
The Real Juice Company Holdings (Pty) Ltd	75%

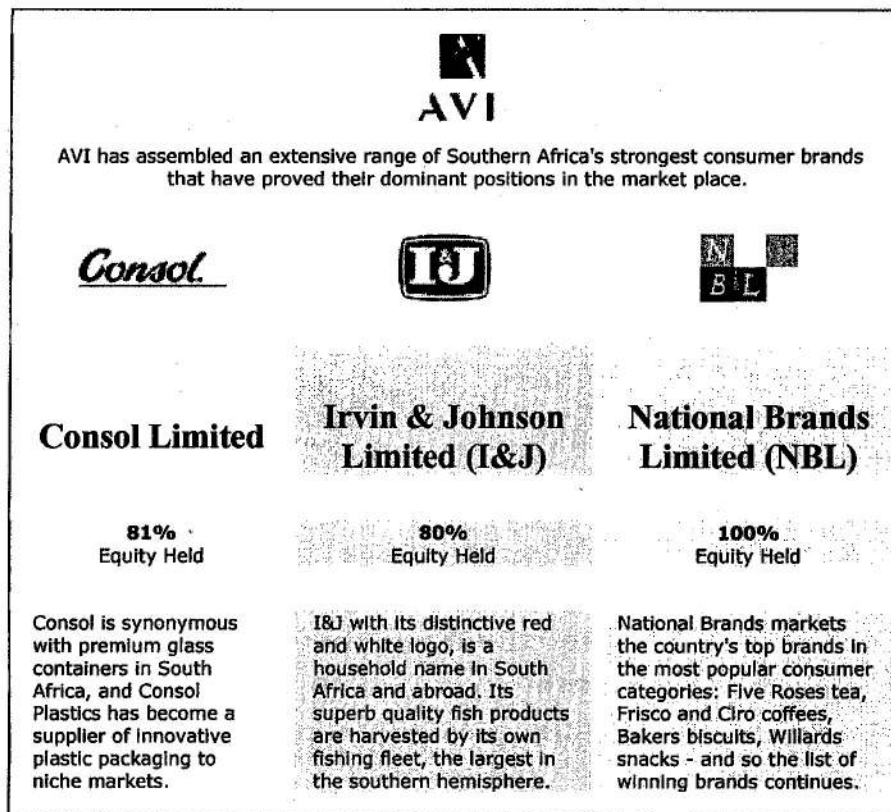
Packaging

Consol Limited	81%
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Logistics

Vector Logistics (Pty) Limited	80%
--------------------------------	-----

9.3.3 Structure

**Vector Logistics (Pty) Ltd****81% Equity Held**

Vector Logistics is positioned to take advantage of the opportunities presented within the Southern African food supply chain industry.

The Real Juice Company Holdings**75% Equity Held**

Fruit juice products manufacturing

9.3.4 Top AVI Brands



Consol
GLASS
Consol Glass

Consol
PLASTICS
Consol Plastics

YARDLEY
Yardley of London

LENTHERIC
Lentheric

RIMMEL
Rimmel

COTY
PARIS - NEW YORK
Coty



Pyotts
THE SWEET & SNACK COMPANY
Pyotts



Koffiehuis
Koffiehuis

frisco
Frisco

Kenna
Kenna

Ellis Brown
Ellis Brown



Freshpak
Freshpak

TRINCO
Trinco

ELEVEN O'CLOCK
Eleven o'Clock



Baker Street
Baker Street Snacks

BIG KORN BITES
Big Corn Bites

Corporate Governance

AVI is committed to the principles of fairness, accountability, responsibility and transparency in its dealings with all stakeholders.

AVI confirms and acknowledges its responsibility to comply with the revised Code of Corporate Practices and Conduct laid out in King II issued on 26 March 2002. The audit and corporate governance committee of AVI commissioned its independent auditors KPMG, to facilitate an assessment of the Group's status against King II as well as relevant international best practices. A high degree of compliance was reported. For those areas that require improvement, the board has finalised an action plan. Ongoing compliance will be monitored, within the Group's corporate governance framework.

AVI also complies with the additional requirements for Corporate Governance set out in the JSE Securities Exchange South Africa Listings Requirements.

9.4 Categories and subjects of records

9.4.1 Internal communications

- Board reports;
- Minutes;
- Internal correspondence;
- Intranet;
- Policies and procedures;
- Charters for board of directors and the relevant sub-committees;
- Code of Ethics.

9.4.2 Financial records

- Audited financial statements / Annual Reports;
- Interim 6-monthly reports
- Management accounts;
- Banking details and bank accounts;
- Debtors / Creditors statements and invoices;
- General ledgers and ledgers of subsidiaries per 1.2;
- Policies and procedures.

9.4.3 Human Resources

- Personal Information
- Policies and Procedures
- Statutory Requirements

9.5 Further information and assistance

Further information regarding the subjects and categories or records listed here are available from:

The Information Officer**19 Impala Road****Chislehurst****Johannesburg****Tel: (011) 779 2700****Fax: (011) 884 2318****e-mail: info@avi.co.za****For attention: The Information Officer****10. Useful references****10.1 Websites**

The Human Rights Commission	http://www.sahrc.org.za/paia.htm
The Promotion of Access to Information Act	http://www.gov.za/gazette/acts/2000/a2-00.pdf
Company internet site	www.avi.co.za

KPMG**Promotion of Access to Information Manual****1. The Manual****1.1 Introduction**

The Promotion of Access to Information Act, 2 of 2000 ("the Act") seeks to advance the values of transparency and accountability. The Act came into effect on 9 March 2001.

The Act establishes the following statutory rights of requestors to any record of a private body if:

- That record is required for the exercise or protection of any of his or her legal rights;
- That requestor complies with all the procedural requirements;
- Access is not refused in terms of any ground referred to in the Act.

1.2 Scope

This Manual has been prepared and published in accordance with the requirements of section 51 of the Act. Its purpose is to facilitate access to records held by KPMG (for a list of entities that fall under this description see Annexure A).

Specifically the manual provides information on:

- The contact details of the information officer, who will deal requests in terms of the Act;
- The structure and functions of KPMG;
- The subjects and categories of records that are held by KPMG;
- Records that are available in terms of any other legislation;
- The procedure that needs to be followed to obtain access to a record.

1.3 Availability of the Manual

This manual is available in both printed and a PDF (Portable Document Format) version.

The printed version of the manual is also available for consultation or removal, free of charge, from:

The Information Officer: Barry Bauer

KPMG

85 Empire Road

Parktown

Tel: (011) 647 7255

Fax: (011) 647 6074

e-mail: barry.bauer@kpmg.co.za

The manual is accessible in PDF format from our website www.kpmg.co.za

Policy with regard to confidentiality and Access to Information

KPMG will hold any information provided to it by individuals or others on a confidential basis, subject to KPMG's obligations under law, including this Act.

2. Entry point for requests

The Managing Partner of KPMG has delegated his powers in terms of the Act to the Information Officer, who will handle all requests in terms of this Act on his behalf. All requests can be referred to:

The Information Officer: Barry Bauer

KPMG

**Street Address: 85 Empire Road
Parktown**

**Postal Address: Private Bag 9
Parkview
2122**

Tel: (011) 647 7255

Fax: (011) 647 6074

e-mail: barry.bauer@kpmg.co.za

3. Who may request access to information

The Act provides that a person may only request information in terms of the Act, if the information is required for the protection of a right. Only requests for access, where the requestor can furnish the Information Officer with sufficient particulars as to the right the requestor is seeking to protect, will be considered.

A requestor can request access to information in different capacities; the category will influence the amount to be charged when a request has been lodged. Requestors can be classified in different categories:

- A personal requestor, that is a person who requests information about him / herself
- An agent requestor, that is a person requesting information on behalf of someone else
- A third party requestor, that is a person requesting information about someone else
- A public body, requests information in the public interest.

4. Guidance to requestors

The Human Rights Commission is required by law to compile a guide that will include the following:

- A description of the objects of the Act;
- The relevant information of every private body as applicable;
- The manner and form in which requests must be lodged;
- The remedies available to requestors should a body not comply with the Act;
- The manner in which an appeal can be lodged;
- The fees payable in relation to requests for access;
- A reference to any regulations passed.

It is expected that this Manual will be published by the 15th of August 2003. KPMG will substitute and complete this section once the Commission has published its guide. You may also request any additional information to assist you in making a request from the South African Human Rights Commission at:

PAIA Unit

Private Bag 2700

Houghton

2041

Human Rights Advice Line: 0860 120 120

Fax: (011) 484 1360

Website: www.sahrc.org.za

5. Records available in terms of other legislation

5.1 Unlimited requestors

Certain legislation mandates KPMG to allow any person access to specified information, upon request, irrespective of who that person may be. In terms of the Companies Act 61 of 1973 any person may have access to specified financial information.

5.2 Limited requestors

Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Legislation that may be consulted to establish whether the requester has a right of access to a record other than in terms of the procedure set out in the Act are:

- Basic Conditions of Employment Act 75 of 1997;
- Companies Act 61 of 1973;
- Compensation of Occupational Injuries and Diseases Act 130 of 1993;
- Competition Act 89 of 1998;
- Consumer Affairs Act 23 of 1999;
- Credit Agreements Act 75 of 1980;
- Criminal Procedure Act, Act 51 of 1977;
- Debt Collectors Act 114 of 1998;
- Electronic Communications and Transactions Act 2 of 2000;
- Employment Equity Act 55 of 1998;
- Firearms Control Act 60 of 2000;
- Income Tax Act 58 of 1962;
- Insider Trading Act 135 of 1998;
- Insolvency Act 24 of 1936;
- Interception and Monitoring Prohibition Act 127 of 1992;
- Labour Relations Act 66 of 1995;
- Magistrates Court Act 32 of 1944;
- Occupational Health and Safety Act 85 of 1993;
- Prevention of Organised Crime Act 121 of 1998;
- Skills Development Act 97 of 1997;
- Skills Development Levies Act 9 of 1999;
- Supreme Court Act 59 of 1959;
- Unemployment Insurance Act 30 of 1966;
- Value Added Tax Act 89 of 1991.

Although we have used our best endeavours to supply you with a complete list of applicable legislation it is possible that the above list may be incomplete. Wherever it comes to our attention that existing or new legislation allows a requester access on a basis other than that set out in the Act we shall immediately update the list.

If a requester believes that a right to access to a record exists in terms of the legislation listed above, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the information officer the opportunity of considering the request in light thereof.

6. Procedure

6.1 Prescribed access form

In order for us to facilitate your access to a record you need to complete the attached prescribed access form in Annexure 2. Please take note that the prescribed access form must be completed in full, failure to do so will result in the process being delayed until such additional information is provided.

6.2 Proof of identity

Proof of identity is required to authenticate the request and the requester. Therefore in addition to the access form, requestors will be required to supply a certified copy of the identification document or any other legal means of identification.

6.3 Prescribed fees

Please take note that a request will not be processed until the request fee and the deposit (if applicable) have been paid. Requestors are advised that four types of fees are provided for in terms of the Act.

- Reproduction fee: this fee is payable with respect to all records that are automatically available;
- Request fee: this fee is an administration fee that must be paid by all requestors, except personal requestors (a personal requestor is a requestor seeking access containing information about the requestor him / herself), before the request is considered and is not refundable;
- Access fee: which is payable once access to a record is granted, this fee is intended to reimburse KPMG for the costs involved in searching and preparing the record for delivery;
- Deposit: which is payable if KPMG receives a request for access to information held on a person other than the requestor himself / herself and the preparation for the record will take more than six hours.

6.3.1 Reproduction fees

The applicable fees (excluding VAT) for reproduction as referred to above are:

	Rand
■ For every photocopy of an A4-size page or part thereof	1.10
■ For every printed of an A4-size page or part thereof held on a computer or in electronic form	0.75
■ For a copy in a computer readable form:	
■ Stiffy:	7.500
■ Compact disc:	70.00
■ A transcription of visual images, for and A4-size page or part thereof	40.00

- | | |
|---|-------|
| ■ For a copy of visual images | 60.00 |
| ■ A transcription of an audio record, for an A4-size page or part thereof | 20.00 |
| ■ For a copy of an audio record | 30.00 |

6.3.2 Request fee

A request fee of R50.00 (excluding VAT) is payable upfront where a requestor submits a request for access to information on anybody else other than a requestor him / herself .

6.3.3 Access fees

The applicable fees (excluding VAT) which will be payable are:

- | | Rand |
|---|-------|
| ■ For every photocopy of an A4-size page or part thereof | 1.10 |
| ■ For every printed of an A4-size page or part thereof held on a computer or in electronic form | 0.75 |
| ■ For a copy in a computer readable form: | |
| Stiffy: | 7.500 |
| Compact disc: | 70.00 |
| ■ A transcription of visual images, for and A4-size page or part thereof | 40.00 |
| ■ For a copy of visual images | 60.00 |
| ■ A transcription of an audio record, for an A4-size page or part thereof | 20.00 |
| ■ For a copy of an audio record | 30.00 |
| ■ To search a record that must be disclosed, per hour of part of the hour | 30.00 |
| ■ Where a copy of the record needs to be posted the actual postal fee is payable | |

6.3.4 Deposit

Where KPMG receives a request for access to information held on a person other than the requestor himself / herself and the information officer is of the opinion that the preparation of the required record will take more than six (6) hours, a deposit of one third (1/3) of the amount of the applicable access fee.

7. Granting or refusal of requests

All requests that meet the requirements, as set out above will be processed in line with the time limits as set out in the Act.

Requestors should take note that requests may be refused based on the following grounds, as set out in the Act:

- Mandatory protection of privacy of a third party who is a natural person
- Mandatory protection of commercial information of a third party

- Mandatory protection of certain confidential information of a third party
- Mandatory protection of records privileged from production in legal proceedings
- Commercial information of the private body
- Mandatory protection of research information of a third party and of the private body

Requestors will be informed within 30 days of its decision. Please take note that in terms of the Act this 30 day period maybe extended for a further 30 day period should more time be required to gather the requested information. The requestor will however be notified if the initial 30 day notice period will be extended for a further 30 days.

8. Appeal

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, within 30 days of notification of the Information Officer's decision, apply to court for appropriate relief.

9. Structure and classes of records of KPMG

9.1 Scope

The Information contained in this chapter is intended to identify the main classes of records held within KPMG and their organizational structure to help the requester to gain a better understanding of the main business activities of KPMG.

Further assistance in identifying records held by KPMG is obtainable form the Information Officer.

9.2 Structure

KPMG comprises a number of functions, each representing a key area of KPMG's work. Each function is divided into a Business Unit, which is typically overseen by a Director. Should you need more detailed information to support the above please click on the hyperlink provided below.

[Click here for more information](#)

9.3 Categories and subjects of records

9.3.1 Human Resources / Payroll

9.3.1.1 Applicant details

This would include CV, interview notes, results of any testing done and exam results.

9.3.1.2 Personnel records

- Full name
- Biographic (Marital status, birth date, id nr, nationality, addresses, next of kin)

- Letter of appointment
- Effective start and end date with KPMG
- Position (History)
- Race & Gender
- General
 - Current studies (exam progress)
 - Qualifications
 - Training contracts details
 - Disability
 - Disciplinary details
 - Leave Entitlement information
- Annual Cost to Company
- Package structuring
- Promotions
- Annual declarations
- Bank Details
- Tax Number
- RSC Code's

9.3.1.3 Ex-employees

This would effectively be the same as personnel records plus possible exit interview and forwarding address.

9.3.1.4 Pension Fund Records

- Claims (Withdrawals, Retirements, Deaths and Disabilities)
- Member Data
- Transfers / Liquidations
- Pensioners Annuity / Traditional Funds
- Disability
- Accounting Records

9.3.1.5 Medical Aid Information

- Claims
- Member Data
- Accounting Records
- Rules and amendments thereto

9.3.3 Projects & Accounts Receivable

- Client Details – addresses; contact person
- All Projects opened with the following information - Lockup / Engagement Partner; Project Manager
- For each project the following details
 - All Time and disbursements charged to each Project
 - All time and expense entries per person
 - All invoices billed to clients and their status Outstanding
 - Work in progress per Project

9.3.4 Accounts payable / Expense claims

- Vendor Details - Addresses, Bank details, Payment terms
- KPMG Bank details
- All Vendor invoices / expense claims
- All payments to vendors

9.3.5 General Ledger

- All amounts from other subsystems interfaced into GL
- All financial information for KPMG for last 3 years - Financial Statements
- Detail per type of Account.

9.3.6 Cash Management

- All Bank details for KPMG
- Downloaded Bank statements from bank imported into Cash Management
- Account reconciliation

9.3.7 Fixed Assets

- All Fixed Asset information
- Most Serial numbers for computer equipment
- Asset Category

- Depreciation Methods per category
- Balances per Asset

9.4 Further information and assistance

Further information regarding the subjects and categories or records listed here are available from:

The Information Officer: Barry Bauer

KPMG

85 Empire Road

Parktown

Tel: (011) 647 7255

Fax: (011) 647 6074

e-mail: barry.bauer@kpmg.co.za

10. Useful references

10.1 Websites

The Human Rights Commission	http://www.sahrc.org.za/paia.htm
The Promotion of Access to Information Act	http://www.gov.za/gazette/acts/2000/a2-00.pdf
Company Internet site	www.kpmg.co.za

11. Annexure 1 List of companies subject to the manual

- KPMG Inc.;
- KPMG Services (Pty) Ltd;
- KPMG Provident Fund;
- KPMG Medical Aid Society;
- KPMG Retirement Annuity Fund;
- KPMG Pension Fund;
- KMMT Inc.;
- K Equity (Pty) Ltd;
- The Southern African Partnership;
- Clydesdale Trust Company (Pty) Ltd;
- KPMG Ethics Line (Pty) Ltd;
- KPMG Finance Company (Pty) Ltd;
- Reksek Dienste (Pty) Ltd.

The above list is subject to change from time to time, for further assistance please contact the Information Officer.

*BHP Billiton Aluminium Projects (Pty) Ltd.
Promotion of Access to Information Manual
February 2003*

BHP Billiton Aluminium Projects (Pty) Ltd

Promotion of Access to Information Manual

February 2003

This report contains 10 pages

DR83995SJ Billiton Projects Access to Info Manual 1

1 The manual

1.1 Introduction

The 1996 South African Constitution by providing a statutory right of access on request to any record held by the state as well as access to records held by private bodies entrenches the fundamental right to information.

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), which came into effect on the 9th of March 2001, seeks to advance the values of transparency and accountability in South Africa and provides the mechanism for requesters to exercise the constitutional right to request access to a record.

The Act establishes the following statutory rights of requesters to any record of a private body if:

- that record is required for the exercise or protection of any of his or her legal rights;
- that requester complies with all the procedural requirements; and
- access is not refused in terms of any ground referred to in the Act.

In terms of the Act private bodies are required to publish a manual to assist requesters who wish to request access to a record. BHP Billiton Aluminium Projects (Pty) Limited ("BAP") endorses the spirit of the Act and believes that this manual will assist requesters in exercising their rights.

Should you have any difficulty in using this manual, do not hesitate to contact the Information Officer, whose contact details are set out in 3, for assistance.

1.2 Scope

This Manual has been prepared by BAP. It is published in accordance with the requirements of section 51 of the Act to facilitate access to records held by BAP.

In summary the manual provides information on:

- the contact details of the information officer, who will deal with requests made in terms of the Act;
- the structure and functions of BAP;
- the subjects and categories of records that are held by BAP;
- records that are available in terms of any other legislation; and
- the procedure that needs to be followed to obtain access to a record.

1.3 Availability of the manual

This manual is available in a PDF (Portable Document Format) version on the website of BHPBilliton at www.bhpbilliton.com.

The printed version of the manual is available for consultation or removal, free of charge, from:

*BHP Billiton Aluminium Projects (Pty) Ltd.
Promotion of Access to Information Manual
February 2003*

**The Information Officer
Ballie van der Walt**

Physical Address: 20 Skeen Boulevard
Bedfordview

Postal Address: P O Box 1649
Bedfordview
2008

Tel: (011) 456 1478

Fax: (011) 456 1564

e-mail: Ballie.vanderWalt@BHPBilliton.com

1.4 Policy with regard to confidentiality and access to information

BAP will protect the confidentiality of information provided to it by third parties, subject to BAP's obligations to disclose information in terms of any applicable law or a court order requiring disclosure of the information.

2 Entry point for requests

The Project Director of BAP has delegated his powers in terms of the Act to the Information Officer, who will handle all requests in terms of this Act on his behalf. All requests in terms of the Act must be addressed to:

**The Information Officer
Ballie van der Walt**

Physical Address: 20 Skeen Boulevard
Bedfordview

Postal Address: P O Box 1649
Bedfordview
2008

Tel: (011) 456 1478

Fax: (011) 456 1564

e-mail: Ballie.vanderWalt@BHPBilliton.com

3 Who may request access to a record

The Act provides that a requester is only entitled access to a record, if the record is required for the exercise or protection of a right. Only requests for access to a record, where the requester has satisfied the Information Officer that the record is required to exercise or protect a right, will be considered.

A requester may act in different capacities when making a request for a record. This will influence the amount to be charged when a request has been lodged. Requesters may make a request as:

- a personal requester, ie a person who requests a record about him / herself;
- an agent requester, ie a person requesting a record on behalf of someone else;
- a third party requester, ie a person requesting a record about someone else; or
- a public body may request a record in the public interest if:
 - it fulfils the requirements of procedural compliance
 - the record is required for the exercise or protection of a right;
 - no grounds for refusal exist; and
 - in addition it is acting in the public interest.

4 Guidance to requesters

The Human Rights Commission is required by law to compile a guide that will include the following:

- a description of the objects of the Act;
- the relevant information of every private body as applicable;
- the manner and form in which requests shall be lodged;
- the remedies available to requesters should a body not comply with the Act;
- the manner in which an appeal can be lodged;
- the fees payable in relation to requests for access; and
- a reference to any regulations passed.

It is expected that this Manual will be published by the 15 August 2003. BAP will substitute and complete this section once the Commission has published its guide. You may also request any additional information to assist you in making a request from the South African Human Rights Commission at:

South African Human Rights Commission at PAIA Unit
Private Bag 2700
Houghton
2041

Human Rights Advice Line: 0860 120 120
Fax: (011) 484 1360
Website: www.sahrc.org.za

5 Records available in terms of other legislation

5.1 Unlimited requesters

Certain legislation mandates BAP to allow any person access to specified records, upon request, irrespective of who that person may be. An example is section 113 of the Companies Act 61 of 1973, which provides that the register of members of a company may be inspected by any person upon payment of an inspection fee of R10.00 or such lesser amount as the company may determine.

5.2 Limited requesters

Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Legislation that may be consulted to establish whether the requester has a right of access to a record other than in terms of the procedure set out in the Act are:

- 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;
- Consumer Affairs Act 23 of 1999;
- Credit Agreements Act 75 of 1980;
- Criminal Procedure Act, Act 51 of 1977;
- Debt Collectors Act 114 of 1998;
- Electronic Communications and Transactions Act 2 of 2000;
- Employment Equity Act 55 of 1998;
- Firearms Control Act 60 of 2000;
- Income Tax Act 58 of 1962;
- Insider Trading Act 135 of 1998;
- Insolvency Act 24 of 1936;
- Interception and Monitoring Prohibition Act 127 of 1992; (To be replaced by the Regulation of Interception of Communications Act 70 of 2002 which has been promulgated but has not commenced as at the date of compiling this manual)
- Labour Relations Act 66 of 1995;
- Magistrates Court Act 32 of 1944;
- Occupational Health and Safety Act 85 of 1993;
- Prevention of Organised Crime Act 121 of 1998;
- Skills Development Act 97 of 1997;
- Skills Development Levies Act 9 of 1999;
- Supreme Court Act 59 of 1959;
- Unemployment Insurance Act 30 of 1966;
- Value Added Tax Act 89 of 1991.

Although we have used our best endeavours to supply you with a complete list of applicable legislation it is possible that the above list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a requester access on a basis other than that set out in the Act we shall update the list accordingly.

If a requester believes that a right to access a record exists in terms of the legislation listed above, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the information officer the opportunity of considering the request.

6 Procedure

6.1 Prescribed access form

In order for us to facilitate access to a record, the requester needs to complete the prescribed access form. Please take note that the prescribed access form must be completed in full, failure to do so will result in the process being delayed until such additional information is provided.

6.2 Proof of identity

Proof of identity is required to authenticate the requester. Therefore in addition to the access form, requesters will be required to supply a certified copy of the their identification document or any other means of identification acceptable to the Information Officer.

If the requester acts as an agent as described in the requester shall provide proof of the identity of the person on whose behalf the request is being made, the authority or mandate given to the requester by such person and proof of the identity of the requester. The Information Officer shall not process any such request until he/she is satisfied that these requirements have been met.

6.3 Prescribed fees

A request shall not be processed until the request fee (R50.00 at the date of compiling this manual) and the deposit (if applicable) have been paid. Four types of fees are provided for in terms of the Act.

- **reproduction fee:** this fee is payable with respect to all records that are automatically available;
- **request fee:** this fee is an administration fee that must be paid by all requesters, except personal requesters (a personal requester is a requester seeking access to a record about the requester him / herself), before the request is considered and is not refundable;
- **access fee:** which is payable once access to a record is granted, this fee is intended to re-imburse BAP for the costs involved in searching and preparing the record for delivery;
- **deposit:** which is payable if BAP receives a request for access to information held on a person other than the requester himself / herself and the preparation for the record will take more than six hours.

6.3.1 Reproduction fees

The applicable fees (excluding VAT) for reproduction as referred to above are:

- | | |
|--|--------------|
| ■ For every photocopy of an A4-size page or part thereof | Rand
1.10 |
| ■ For every printed copy of an A4-size page or part thereof held on a computer or in electronic form | 0.75 |

■ For a copy in a computer readable form:	
Stiffy:	7.50
Compact disc:	70.00
■ A transcription of visual images, for an A4-size page or part thereof	40.00
■ For a copy of visual images	60.00
■ A transcription of an audio record, for an A4-size page or part thereof	20.00
■ For a copy of an audio record	30.00

6.3.2 Request fee

A request fee of R50.00 (excluding VAT) is payable upfront where a requester submits a request for access to a record relating to anybody other than a requester.

6.3.3 Access fees

The applicable fees (excluding VAT) which will be payable are:

	Rand
■ For every photocopy of an A4-size page or part thereof	1.10
■ For every printed of an A4-size page or part thereof held on a computer or in electronic form	0.75
■ For a copy in a computer readable form:	
Stiffy:	7.50
Compact disc:	70.00
■ A transcription of visual images, for an A4-size page or part thereof	40.00
■ For a copy of visual images	60.00
■ A transcription of an audio record, for an A4-size page or part thereof	20.00
■ For a copy of an audio record	30.00
■ To search a record that must be disclosed, per hour of part of the hour	30.00

In addition, where a copy of the record needs to be posted the actual postal fee is payable

6.3.4 Deposit

Where BAP receives a request for access to a record relating to a person other than the requester and the Information Officer is of the opinion that the preparation of the required record will take more than six (6) hours, a deposit of one third (1/3) of the amount of the applicable access fee is required.

7 Granting or refusal of requests

The 30 day period within which the Information Officer is required to reply to a request, as stipulated in the Act, shall commence only once a requester has complied with all the requirements of the Act in requesting access to a record, to the satisfaction of the Information Officer.

Requests may be refused on the following grounds, as set out in the Act:

- Mandatory protection of privacy of a third party who is a natural person
- Mandatory protection of commercial information of a third party
- Mandatory protection of certain confidential information of a third party
- Mandatory protection of the safety of individuals, and the protection of property

- Mandatory protection of records privileged from production in legal proceedings
- Commercial information of the private body
- Mandatory protection of research information of a third party and of the private body

Requesters will be informed within 30 days of the Information Officer's decision. In terms of the Act this 30-day period may be extended for a further 30-day period should more time be required to gather the requested record. If such extension is required the Information Officer shall notify the requester accordingly.

8 Appeal

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, within 30 days of notification of the Information Officer's decision, apply to court for appropriate relief.

9 Structure and classes of records of BAP

9.1 Scope

The Information contained in this chapter is intended to identify the main classes of records held within BAP and their organisational structure.

Further assistance in identifying records held by BAP is obtainable from the Information Officer.

9.2 Structure

9.2.1 Profile of BHP Billiton Aluminium

BHP Billiton Aluminium is the western world's third largest producer of primary aluminium, with a total operating capacity in excess of one million tonnes of aluminium, approximately 9.5 million tonnes of alumina per annum.

BHP Billiton has a global customer base, with sites in South America, Africa and Australia. BHP Billiton is a shareholder in five successful primary aluminium smelters among them Hillside Aluminium and Mozal.

9.2.2 Hillside

Hillside is situated in the coastal town of Richards Bay, in northern Kwa-Zulu Natal and is South Africa's major producer of primary aluminium. Today the company is an essential part of South African industrial scene, a major foreign currency earner in the international market place and a significant producer of high quality aluminium for export markets.

The Hillside Expansion Project was announced on 12 February 2002 and commencement of on site work started on the 1 April 2002. Hillside 3 will constitute the construction of a third potline (of half size), an anode bake furnace, additional casting facilities and all necessary related infrastructure.

9.2.3 Mozal

The Mozal Smelter is situated in southern Mozambique, on the east coast in southern Mozambique, on the east coast of southern Africa. Construction of the Mozal smelter commenced in 1998, with the first aluminium production occurring on 18 June 2000. The investment of US\$ 1.34 billion used to build Mozal has significantly boosted the economy of Mozambique. The Mozal Expansion Project (Mozal 2) was approved on 21 June 2001. The potline will increase Mozal's total metal output by 253 000 tons per annum.

9.2.4 BHP Billiton Aluminium Projects

The project team of BAP is responsible for the management on behalf of the Owners of both the Hillside 3 and Mozal 2 Expansion projects. The company will most likely cease to exist after completion of the abovementioned projects, whereafter all rights and responsibilities will be ceded to either Hillside or Mozal. BAP's head office is situated in Bedfordview, Johannesburg.

9.2.5 Main activities of BAP

The main business activity of BAP is to ensure that both the Hillside 3 and Mozal 2 Expansion projects are completed timeously and cost effectively.

The engineering, procurement and construction management of the projects are undertaken by a joint venture between the Canadian group SNC-Lavalin and Murray and Roberts Engineering Solutions.

9.3 Categories and subject of records

9.3.1 Management

- Board reports and meeting minutes
- Project Activity and schedule
- Project Lifecycle
- External communications
- Strategy

9.3.2 Finance

- Budget Information
- Cash / Bank Transactions
- Creditor Information
- Debtor Information
- Financial Transaction Information
- General Ledger Account
- Payment terms
- Property rental value
- Asset Information

9.3.3 Legal

- Commercial agreements with third parties
- Contractual issues with business partners
- Legislation
- Legal Opinions and reports
- Registered trade marks, designs and patents

9.3.4 Health safety and environment

- Policies and Procedures
- Regulatory compliance

9.4 Further information and assistance

Further information regarding the subjects and categories or records listed here are available from:

The Information Officer
Ballie van der Walt

Physical Address: **20 Skeen Boulevard**
 Bedfordview

Postal Address: **P O Box 1649**
 Bedfordview
 2008

Tel: (011) 456 1478

Fax: (011) 456 1564

e-mail: Ballie.vanderWalt@BHPBilliton.com

10 Useful references

10.1 Websites

The Human Rights Commission	http://www.sahrc.org.za/paia.htm
The Promotion of Access to Information Act	http://www.gov.za/gazette/acts/2000/a2-00.pdf

*Aluminium Management Company of Mozambique (Pty) Ltd
Promotion of Access to Information Manual
February 2003*

**Aluminium Management Company of
Mozambique (Pty) Ltd.**

(“MOZMANCO”)

Promotion of Access to Information Manual

February 2003

This report contains 10 pages

DR83995SJ Mozmanco Access to Info Manual 1

1 The manual

1.1 Introduction

The 1996 South African Constitution by providing a statutory right of access on request to any record held by the state as well as access to records held by private bodies entrenches the fundamental right to information.

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), which came into effect on the 9th of March 2001, seeks to advance the values of transparency and accountability in South Africa and provides the mechanism for requesters to exercise the constitutional right to request access to a record.

The Act establishes the following statutory rights of requesters to any record of a private body if:

- that record is required for the exercise or protection of any of his or her legal rights;
- that requester complies with all the procedural requirements; and
- access is not refused in terms of any ground referred to in the Act.

In terms of the Act private bodies are required to publish a manual to assist requesters who wish to request access to a record. Aluminium Management Company of Mozambique (Pty) Limited ("MOZMANCO") endorses the spirit of the Act and believes that this manual will assist requesters in exercising their rights.

Should you have any difficulty in using this manual, do not hesitate to contact the Information Officer, whose contact details are set out in 3, for assistance.

1.2 Scope

This Manual has been prepared by MOZMANCO. It is published in accordance with the requirements of section 51 of the Act to facilitate access to records held by MOZMANCO.

In summary the manual provides information on:

- the contact details of the information officer, who will deal with requests made in terms of the Act;
- the structure and functions of MOZMANCO;
- the subjects and categories of records that are held by MOZMANCO;
- records that are available in terms of any other legislation; and
- the procedure that needs to be followed to obtain access to a record.

1.3 Availability of the manual

This manual is available in a PDF (Portable Document Format) version on the website of BHPBilliton at www.bhpbilliton.com.

The printed version of the manual is available for consultation or removal, free of charge, from:

*Aluminium Management Company of Mozambique (Pty) Ltd
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**The Information Officer
Ballie van der Walt**

**Physical Address: 20 Skeen Boulevard
Bedfordview**

**Postal Address: P O Box 1649
Bedfordview
2008**

Tel: (011) 456 1478

Fax: (011) 456 1564

e-mail: Ballie.vanderWalt@BHPBilliton.com

1.4 Policy with regard to confidentiality and access to information

MOZMANCO will protect the confidentiality of information provided to it by third parties, subject to MOZMANCO's obligations to disclose information in terms of any applicable law or a court order requiring disclosure of the information.

2 Entry point for requests

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

Ballie van der Walt

**Physical Address: 20 Skeen Boulevard
Bedfordview**

**Postal Address: P O Box 1649
Bedfordview
2008**

Tel: (011) 456 1478

Fax: (011) 456 1564

e-mail: Ballie.vanderWalt@BHPBilliton.com

3 Who may request access to a record

The Act provides that a requester is only entitled access to a record, if the record is required for the exercise or protection of a right. Only requests for access to a record, where the requester has satisfied the Information Officer that the record is required to exercise or protect a right, will be considered.

A requester may act in different capacities when making a request for a record. This will influence the amount to be charged when a request has been lodged. Requesters may make a request as:

- a personal requester, ie a person who requests a record about him / herself;
- an agent requester, ie a person requesting a record on behalf of someone else;
- a third party requester, ie a person requesting a record about someone else; or
- a public body may request a record in the public interest if:
 - it fulfils the requirements of procedural compliance
 - the record is required for the exercise or protection of a right;
 - no grounds for refusal exist; and
 - in addition it is acting in the public interest.

4 Guidance to requesters

The Human Rights Commission is required by law to compile a guide that will include the following:

- a description of the objects of the Act;
- the relevant information of every private body as applicable;
- the manner and form in which requests shall be lodged;
- the remedies available to requesters should a body not comply with the Act;
- the manner in which an appeal can be lodged;
- the fees payable in relation to requests for access; and
- a reference to any regulations passed.

It is expected that this Manual will be published by the 15 August 2003. MOZMANCO will substitute and complete this section once the Commission has published its guide. You may also request any additional information to assist you in making a request from the South African Human Rights Commission at:

South African Human Rights Commission at PAIA Unit
Private Bag 2700
Houghton
2041

Human Rights Advice Line: 0860 120 120
Fax: (011) 484 1360
Website: www.sahrc.org.za

5 Records available in terms of other legislation

5.1 Unlimited requesters

Certain legislation mandates MOZMANCO to allow any person access to specified records, upon request, irrespective of who that person may be. An example is section 113 of the Companies Act 61 of 1973, which provides that the register of members of a company may be inspected by any person upon payment of an inspection fee of R10.00 or such lesser amount as the company may determine.

5.2 Limited requesters

Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Legislation that may be consulted to establish whether the requester has a right of access to a record other than in terms of the procedure set out in the Act are:

- 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;
- Consumer Affairs Act 23 of 1999;
- Credit Agreements Act 75 of 1980;
- Criminal Procedure Act, Act 51 of 1977;
- Debt Collectors Act 114 of 1998;
- Electronic Communications and Transactions Act 2 of 2000;
- Employment Equity Act 55 of 1998;
- Firearms Control Act 60 of 2000;
- Income Tax Act 58 of 1962;
- Insider Trading Act 135 of 1998;
- Insolvency Act 24 of 1936;
- Interception and Monitoring Prohibition Act 127 of 1992; (To be replaced by the Regulation of Interception of Communications Act 70 of 2002 which has been promulgated but has not commenced as at the date of compiling this manual)
- Labour Relations Act 66 of 1995;
- Magistrates Court Act 32 of 1944;
- Occupational Health and Safety Act 85 of 1993;
- Prevention of Organised Crime Act 121 of 1998;
- Skills Development Act 97 of 1997;
- Skills Development Levies Act 9 of 1999;
- Supreme Court Act 59 of 1959;
- Unemployment Insurance Act 30 of 1966;
- Value Added Tax Act 89 of 1991.

Although we have used our best endeavours to supply you with a complete list of applicable legislation it is possible that the above list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a requester access on a basis other than that set out in the Act we shall update the list accordingly.

If a requester believes that a right to access a record exists in terms of the legislation listed above, or any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the information officer the opportunity of considering the request.

6 Procedure

6.1 Prescribed access form

In order for us to facilitate access to a record, the requester needs to complete the prescribed access form. Please take note that the prescribed access form must be completed in full, failure to do so will result in the process being delayed until such additional information is provided.

6.2 Proof of identity

Proof of identity is required to authenticate the requester. Therefore in addition to the access form, requesters will be required to supply a certified copy of their identification document or any other means of identification acceptable to the Information Officer.

If the requester acts as an agent as described in the requester shall provide proof of the identity of the person on whose behalf the request is being made, the authority or mandate given to the requester by such person and proof of the identity of the requester. The Information Officer shall not process any such request until he/she is satisfied that these requirements have been met.

6.3 Prescribed fees

A request shall not be processed until the request fee (R50.00 at the date of compiling this manual) and the deposit (if applicable) have been paid. Four types of fees are provided for in terms of the Act.

- **reproduction fee:** this fee is payable with respect to all records that are automatically available;
- **request fee:** this fee is an administration fee that must be paid by all requesters, except personal requesters (a personal requester is a requester seeking access to a record about the requester him / herself), before the request is considered and is not refundable;
- **access fee:** which is payable once access to a record is granted, this fee is intended to re-imburse MOZMANCO for the costs involved in searching and preparing the record for delivery;
- **deposit:** which is payable if MOZMANCO receives a request for access to information held on a person other than the requester himself / herself and the preparation for the record will take more than six hours.

6.3.1 Reproduction fees

The applicable fees (excluding VAT) for reproduction as referred to above are:

- | | Rand |
|--|------|
| ■ For every photocopy of an A4-size page or part thereof | 1.10 |
| ■ For every printed copy of an A4-size page or part thereof held on a computer or in electronic form | 0.75 |

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■ For a copy in a computer readable form:	
Stiffy:	7.50
Compact disc:	70.00
■ A transcription of visual images, for an A4-size page or part thereof	40.00
■ For a copy of visual images	60.00
■ A transcription of an audio record, for an A4-size page or part thereof	20.00
■ For a copy of an audio record	30.00

6.3.2 Request fee

A request fee of R50.00 (excluding VAT) is payable upfront where a requester submits a request for access to a record relating to anybody other than a requester.

6.3.3 Access fees

The applicable fees (excluding VAT) which will be payable are:

	Rand
■ For every photocopy of an A4-size page or part thereof	1.10
■ For every printed of an A4-size page or part thereof held on a computer or in electronic form	0.75
■ For a copy in a computer readable form:	
Stiffy:	7.50
Compact disc:	70.00
■ A transcription of visual images, for an A4-size page or part thereof	40.00
■ For a copy of visual images	60.00
■ A transcription of an audio record, for an A4-size page or part thereof	20.00
■ For a copy of an audio record	30.00
■ To search a record that must be disclosed, per hour of part of the hour	30.00

In addition, where a copy of the record needs to be posted the actual postal fee is payable

6.3.4 Deposit

Where MOZMANCO receives a request for access to a record relating to a person other than the requester and the Information Officer is of the opinion that the preparation of the required record will take more than six (6) hours, a deposit of one third (1/3) of the amount of the applicable access fee is required.

7 Granting or refusal of requests

The 30 day period within which the Information Officer is required to reply to a request, as stipulated in the Act, shall commence only once a requester has complied with all the requirements of the Act in requesting access to a record, to the satisfaction of the Information Officer.

Requests may be refused on the following grounds, as set out in the Act:

- Mandatory protection of privacy of a third party who is a natural person
- Mandatory protection of commercial information of a third party
- Mandatory protection of certain confidential information of a third party

- Mandatory protection of the safety of individuals, and the protection of property
- Mandatory protection of records privileged from production in legal proceedings
- Commercial information of the private body
- Mandatory protection of research information of a third party and of the private body

Requesters will be informed within 30 days of the Information Officer's decision. In terms of the Act this 30-day period may be extended for a further 30-day period should more time be required to gather the requested record. If such extension is required the Information Officer shall notify the requester accordingly.

8 Appeal

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, within 30 days of notification of the Information Officer's decision, apply to court for appropriate relief.

9 Structure and classes of records of MOZMANCO

9.1 Scope

The Information contained in this chapter is intended to identify the main classes of records held within MOZMANCO and their organisational structure.

Further assistance in identifying records held by MOZMANCO is obtainable from the Information Officer.

9.2 Structure

9.2.1 Profile of BHP Billiton Aluminium

BHP Billiton Aluminium is the western world's third largest producer of primary aluminium, with a total operating capacity in excess of one million tonnes of aluminium, approximately 9.5 million tonnes of alumina per annum.

BHP Billiton has a global customer base, with sites in South America, Africa and Australia. BHP Billiton is a shareholder in five successful primary aluminium smelters, including Mozal.

9.2.2 Mozal

The Mozal Smelter is situated in southern Mozambique, on the east coast in southern Mozambique, on the east coast of southern Africa. Construction of the Mozal smelter commenced in 1998, with the first aluminium production occurring on 18 June 2000. The investment of US\$ 1.34 billion used to build Mozal has significantly boosted the economy of Mozambique. The Mozal Expansion Project (Mozal 2) was approved on 21 June 2001. The potline will increase Mozal's total metal output by 253 000 tons per annum.

9.2.3 MOZMANCO

MOZMANCO is a special purpose entity created by the Shareholders of Mozal to management the Mozal Operations and the Mozal Expansion Project. MOZMANCO's registered office is a 6 Hollard Street, Marshalltown, Johannesburg.

9.2.4 Main activities of MOZMANCO

The main business activity of MOZMANCO is to manage through its Board of Directors, the Operations of the Mozal Smelter and the Mozal Expansion Project.

9.3 Categories and subject of records

9.3.1 Management

- Board reports and meeting minutes
- Project Activity and schedule
- Project Lifecycle
- External communications
- Strategy

9.3.2 Finance

- Cash / Bank Transactions
- Creditor Information
- Debtor Information
- Financial Transaction Information
- General Ledger Account

9.3.3 Legal

- Commercial agreements with third parties
- Contractual issues with business partners
- Legislation
- Legal Opinions and reports

9.4 Further information and assistance

Further information regarding the subjects and categories or records listed here are available from:

The Information Officer
Ballie van der Walt

Physical Address: 20 Skeen Boulevard
Bedfordview

Postal Address: P O Box 1649
Bedfordview 2008

Aluminium Management Company of Mozambique (Pty) Ltd
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Tel: (011) 456 1478
Fax: (011) 456 1564
e-mail: Ballie.vanderWalt@BHPBilliton.com

10 Useful references

10.1 Websites

The Human Rights Commission	http://www.sahrc.org.za/paia.htm
The Promotion of Access to Information Act	http://www.gov.za/gazette/acts/2000/a2-00.pdf

ROESTOFF VENTER & KRUSE ATTORNEYS
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NR 2 OF 2000

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1. INTRODUCTION	

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from RVK 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 Elize Ouwenkamp should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from RVK.

The following words shall have 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 RVK from time to time;
"RVK"	shall mean Roestoff, Venter & Kruse Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	shall mean Mrs Elize Ouwenkamp, being the appointed Information Officer of RVK, to which requests for information in terms of the Act should be addressed.

2. CONTACT DETAILS

ROESTOFF, VENTER & KRUSE ATTORNEYS

Mrs Elize Ouwenkamp (Information Officer)

Festival Forum
 221 Festival Street
 Hatfield
 Pretoria

PO Box 11481
 Hatfield
 0028
 Pretoria

Telephone: (012) 342-2040

Facsimile: (012) 342-2070

E-mail: rvkatt@mwweb.co.za

Website: none

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 SAHRC are as follows:

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

Telephone: (011) 484-8300
 Facsimile: (011) 484-0582 / 1360
 E-mail: PAIA@sahrc.org.za
 Website: PAIA@sahrc.org.za

Telephone: (011) 484-8300

Facsimile: (011) 484-0582 / 1360

E-mail: PAIA@sahrc.org.za

Website: PAIA@sahrc.org.za

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

At this stage no notices have been published.

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

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

- Income Tax Act Nr. 58 of 1962 (Section 75);
- 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 & Safety Act Nr. 85 of 1993;
- Compensation for Occupational Injuries & 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 26);
- Skills Development Act Nr. 97 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 RVK IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

RVK holds the information / documents listed herein below:

- Details relating to the operational, commercial & financial interests of RVK;
- Commercial contracts;
- Client data base (personal information of clients, commercial and privileged financial information, information on contemplated, existing and past litigation, information on agreements, proposals, correspondence and intellectual property of such clients);
- Standard Conditions of Employment;
- Contracts of Articles;
- RVK personnel report;
- Human Resources (personal information of past, present and prospective employees and partners, salary information);
- Insurance Policies;
- Building Plans;
- Information generally related to projects conducted by RVK from time to time;
- Usage statistics of Information Technology, equipment details, costings of hardware and software;
- A list of RVK's debtors and creditors;
- Bank account information;
- List of Suppliers.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to the requestor subject to the provisions of the Act. None of the information held by RVK 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.

The cost to access, reproduce, search for / and/or prepare any of the above mentioned records, unless otherwise agreed to is pre-payable and shall be:

- for every A4-size photocopy	R1.10
- for every printed A4-size page	R0.75
- for a copy on a stiffer disc	R7.50
- for a copy on a compact disc	R70.00
- for a transcript of an audio record, for an A4-size page or part thereof	R20.00
- for a copy of an audio record	R30.00

The Information Officer, as soon as reasonably possible and within 30 days after the request has been received, shall decide whether or not to grant the request.

If the request for access is refused, the Information Officer shall advise the requestor in writing in a notice of refusal, stating adequate reasons for the refusal, and mentioning that an appeal may be lodged at the High Court of South Africa against the refusal of the request (including the period for lodging such appeal).

Upon refusal by the Information Officer, the pre-paid deposit shall be refunded to the requester.

The Information Officer reserves the right to extend the period of thirty days for another period of not longer than thirty days if the request is for a large amount of records, if the search shall involve records located at premises other than RVK's offices, or if the parties agree in writing thereto.

RVK shall inform the requester of such extension in time, against which an appeal may be lodged at the High Court of South Africa.

If requested records cannot be found, the Information Officer shall in writing, inform the requester that it is not possible to give access to the requested record.

The attention of the requester is drawn to the provision of Chapter 4 of the Act in terms of which RVK is entitled to refuse access to information to a requester on certain grounds.

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 RVK, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the fees as indicated in paragraph 6 *supra*, at the offices of RVK.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request form. The request form (as well as the fee structure) can be obtained on the SAHRC website or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under "regulations".

ROESTOFF VENTER & KRUSE PROKUREURS
HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE
BEVORDERING VAN TOEGANG TOT INLIGTING NO 2 VAN 2000

INDEKS **BLADSY**

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1. INLEIDING

Die doel van hierdie handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van RVK 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. Elize Ouwenkamp kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van RVK.

Die volgende woorde gebruik in hierdie handleiding sal die ooreenstemmende betekenis dra:

"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 RVK;
"RVK"	beteken Roestoff, Venter & Kruse Prokureurs, gestruktureer as 'n vennootskap en welke firma regsadvies sowel as regsverteenvoordiging voorsien aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;
"Inligtingsbeampte"	Mev. Elize Ouwenkamp, kantoorbestuurder van RVK is aangewys as die Inligtingsbeampte van RVK, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

ROESTOFF, VENTER & KRUSE PROKUREURS

Mev. Elize Ouwenkamp (Inligtingsbeampte)

Festival Forum
Festival Straat 221
Hatfield
Pretoria

Posbus 11481
Hatfield
0028
Pretoria

Telefoon: (012) 342-2040

Faksimile: (012) 342-2070

E-pos: rvkatt@mweb.co.za

Webblad: geen

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

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

Kontakbesonderhede van die SAMK is as volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
Houghton
2041

Telefoon: (011) 484-8300
Faksimile: (011) 484-0582/1360
E-pos: PAIA@sahrc.org.za
Webblad: www.sahrc.org.za

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

Op hierdie stadium is geen kennisgewings gepubliseer nie.

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

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

- Inkomstebelastingwet No. 58 van 1962 (Artikel 75);
- Wet op Outeursreg No. 98 van 1978;
- Wet op Prokureurs No. 53 van 1979;
- Wet op Streeksdiensterade No. 109 van 1985;
- Wet op Belasting op Toegevoegde Waarde No. 89 van 1991 (Artikel 65);
- Wet op Beroepsgesondheid en -veiligheid No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes No. 130 van 1993 (Artikel 97);
- Wet op Arbeidsverhoudinge No. 66 van 1995;

- Wet op Basiese Diensvoorwaardes No. 75 van 1997 (Artikel 31);
- Wet op Vaardigheidsontwikkeling No. 97 van 1998;
- Wet op Heffings vir Vaardigheidsontwikkeling No. 9 van 1999;
- Werkloosheidsversekeringswet No. 63 van 2001.

Die bogemelde rekords, insoverre dit van 'n openbare 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 ABC IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

RVK hou die inligting / dokumente soos hieronder aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van RVK;
- Kommersiële kontrakte;
- Kliënte databasis (persoonlike inligting van kliënte, handels- en geprivilegieerde finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle, korrespondensie en intellektuele goedere van sodanige kliënte);
- Standaard diensvoorwaardes;
- Leerklerskapkontrakte;
- RVK personeel verslae;
- Menslike Hulpbronbestuur (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote, inligting oor salarisse);
- Versekeringspolisse;
- Bouplanne;
- Inligting wat in die algemeen verband hou met projekte onderneem deur RVK van tyd tot tyd;
- Gebruikerstatistieke van Inligtingstechnologie, besonderhede van toerusting, omvang en kostes verbonde aan harde- en sagteware;
- Debiteure- en krediteurelyste.
- Bankrekeningbesonderhede;
- Lys van verskaffers.

Enige en alle inligting / dokumente wat versoek word ten opsigte van voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur RVK 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.

Die kostes verbonde aan die toegang tot, kopieëring, soek van en / of voorbereiding van enige van die bovermelde rekords, tensy andersins ooreengekom, is voorafbetalbaar en sal as volg wees:

- vir elke A4-grootte fotostaat	R1.10
- vir elke gedrukte A4-grootte bladsy	R0.75
- vir 'n afskrif op 'n rekenaar disket	R7.50
- vir 'n afskrif op 'n kompakskyf	R70.00
- vir 'n transkripsie van 'n audio-rekord, per A4 bladsy of gedeelte daarvan	R20.00
- vir 'n afskrif van 'n audio- rekord	R30.00

Die Inligtingsbeampte sal so spoedig moontlik, en binne 'n tydperk van 30 dae nadat die versoek om inligting ontvang is, besluit of die versoek toegestaan sal word aldan nie.

Indien die versoek om toegang tot inligting geweier word, sal die Inligtingsbeampte die versoeker skriftelik hiervan in kennis stel, en verder skriftelike redes voorsien vir die weiering in die kennisgewing van weiering soos voormeld. Verder moet vermeld word dat 'n appèl geliasseer mag word by die Hooggeregshof van Suid-Afrika teen gemelde weiering (insluitende die tydperk waarbinne sodanige appèl geliasseer moet word).

By weiering van die versoek om inligting, is die voorafbetalde deposito terugbetaalbaar aan die versoeker van inligting.

Die Inligtingsbeampte behou die reg voor om die dertig dae-periode soos voormeld met 'n addisionele tydperk van nie langer as dertig dae nie, te verleng indien die versoek betrekking het op groot volumes rekords, indien dokumentasie ondersoek moet word wat nie by die kantore van RVK gestoor word nie, of indien die partye aldus skriftelik ooreenkom.

RVK sal die versoeker in kennis stel van sodanige tydverlenging, teen welke tydverlenging 'n appèl geliasseer mag word by die Hooggeregshof van Suid-Afrika.

Indien die versoekte inligting nie opgespoor kan word nie, sal die Inligtingsbeampte skriftelik die versoeker in kennis stel dat dit nie moontlik is om die versoeker toegang te gee tot die versoekte inligting nie.

Die versoeker se aandag word gevestig op die bepalings van Hoofstuk 4 van die Wet, in terme waarvan RVK geregtig is om toegang te weier tot sekere inligting op sekere gronde.

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

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot op hede nog geen regulasies in terme van hierdie Artikel gepubliseer nie.

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

- 8.1 Hierdie handleiding is gratis beskikbaar vir inspeksie by RVK se kantore.
- 8.2 Afskrifte van die handleiding kan verkry word by RVK se kantore, onderhewig aan betaling van die voorgeskrewe fooie soos aangedui in paragraaf 6 hiervan *supra*.
- 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 die Staatskoerant bevat nie die voorgeskrewe vorms nie. Die vorms (sowel as die fooi-estruktuur) kan bekom word op die webblad van die SAMK of die Departement van Justisie en Konstitusionele Ontwikkeling www.doj.gov.za) onder "regulasies".



P R O F E S S I O N A L P L A C E M E N T G R O U P

SECTION 51 MANUAL FOR

D A V PROFESSIONAL PLACEMENT GROUP (PTY) LTD

Prepared in terms of the requirements of the Promotion of Access to Information Act No 2 of 2000

Registration Number: 1997/021767/07

Directors:

I. Kast (Chief Executive Officer)	S. Gironi	M. Liphosa
J. Barry	A. Hoole	M. Meiring
F. Burd	A. Kinnear	L. Mullin
C. Darley	MG Lenaerts	

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 D.A.V. Professional Placement Group (Pty) Ltd [Section 51 (1)(c) and 51 (1)(e)]
 - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52 (2) [Section 51 (1) (c)]
 - ii. Records that may be requested [Section 51(1)(e)]
 - iii. The request procedures
5. Other information as may be prescribed [51 (1) (f)]
6. Availability of the manual [Section 51 (3)]
7. Prescribed fees for private bodies
8. Prescribed fees

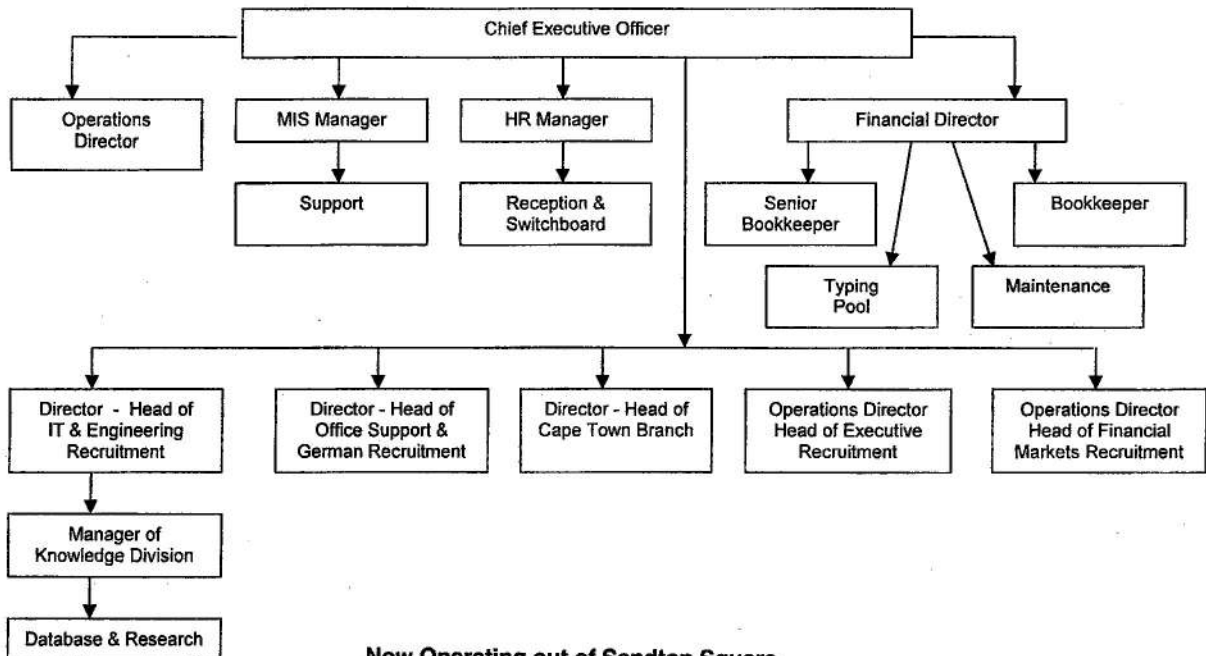
B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

INTRODUCTION TO D.A.V. PROFESSIONAL PLACEMENT GROUP (PTY) LTD

D A V PROFESSIONAL PLACEMENT GROUP

DAV is in the recruitment industry since 1975.

DAV specialises in the placement of Engineering, IT, Executive, Financial Markets, Office Support and German Financial and Commercial personnel.



Now Operating out of Sandton Square

D A V PROFESSIONAL PLACEMENT GROUP (PTY) LTD

Johannesburg: 3rd Floor, West Tower, Sandton Square, Cnr. Rivonia Road and 5th Street, Sandton
P.O. Box 787326, Sandton, 2146. Tel: +27 11 217-0000 Fax: +27 11 217-0001

Cape Town: +27 21 419-3404 Fax: +27 21 419-3569

e-mail: davpersonnel@dppg.co.za Web site: www.davpersonnel.com

Directors: I. Kast* (CEO), M. Meiring, A. Kinnear*, A. Hoole*, S. Gironi, F. Burd, M. Liphosa, J. Barry *German
A member of the Adcorp Group, Reg. No. 1997/021767/07, Vat Reg. No. 4170187092





B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details [Section 51(1)(a)]

Company Name: D.A.V. Professional Placement Group (Pty) Ltd
Chief Executive Officer: Mrs I Kast
Information officer: Mrs Margarita Lenaerts – Financial Director
 margarita@dppg.co.za
Street Address: 3rd Floor, West Tower, Sandton Square,
 Corner Rivonia Road and 5th Street,
 Sandton, 2146
Postal address: P O Box 787326
 2146 Sandton,
Telephone: +27 11 217-0000
Fax: +27 11 217-0001
Website: www.davpersonnel.com

Note: Public Information on the company is available on the company's website:
 (www.davpersonnel.com)

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

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

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

Postal address: Private Bag 2700
 Houghton
 2041

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

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

1. Basic Conditions of Employment Act No 75 of 1997
2. Companies Act No 61 of 1973
3. Employment Equity Act No 55 of 1998
4. Labour Relations Act No 66 of 1995
5. Skills Development Act No 97 of 1998
6. Skills Development Levies Act No 9 of 1999
7. Unemployment Insurance Act No 30 of 1966
8. Value Added Tax Act No 89 of 1991
9. Income Tax Act No 95 of 1967

4. Access to records held by D.A.V. Professional Placement Group [Section 51 (1) (c) & (e)]

i. Automatic disclosures [Section 51 (1) (c)]

Information that is freely available

Annual Report
 Website Information – davpersonnel.com

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

iii. The request procedures

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

Fees

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

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

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

VIR

**VAN DER WALT & HUGO INGELYF
(Registrasie Nommer 1998/003669/21)**

INDEKS**BLADSY**

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1. Inleiding

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting of dokumente van Van der Walt & Hugo Ing 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 meneer A G W Van der Walt kontak indien hy of sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting of dokumente van Van der Walt & Hugo.

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 Van der Walt & Hugo Ing;

-2-

"Van der Walt & Hugo"	beteken Van der Walt & Hugo Ingelyf, registrasienommer 1998/003669/21, prokureursfirma gestruktureer as 'n ingelyfde maatskappy, welke firma regsadvies gee asook regsverteenwoordiging verskaf aan individuele kliënte en besighede of organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;
"Inligtingsbeampte"	die direkteur van Van der Walt & Hugo Ing wat aangewys is as die Inligtingsbeampte van Van der Walt & Hugo en 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:	Van der Walt & Hugo Ingelyf
Direkteur en Inligtingsbeampte:	Meneer A G W Van der Walt
Adres:	Rosemary Forum, Rosemary straat 356, Lynnwood, Pretoria
Posadres:	Posbus 937, Pretoria, 0001
Telefoon:	(012) 348 3799
Faks:	(012) 348 7097
E-pos:	vdwhugo@global.co.za

3. Gids in terme van Artikel 10 van die Wet (Artikel 51(1)(b) van die Wet)

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

-3-

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 of dokumente beskikbaar ingevolge ander wetgewing (Artikel 51(1)(d) van die Wet)

Van der Walt & Hugo hou inligting of dokumente ingevolge die volgende wetgewing:

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- Employment Equity Act, No. 55 van 1998 (Artikel 26)
- Skills Development Act, No. 97 van 1998
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

Die bogenoemde 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 of dokumente gehou deur Van der Walt & Hugo in terme van die Wet (Artikel 51(1)(e) van die Wet)

Van der Walt & Hugo hou inligting of dokumente soos hierna aangedui:

-4-

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Van der Walt & Hugo
- 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)
- Van der Walt & Hugo se personeel verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en direkteure)

Enige en alle inligting of 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 Van der Walt & Hugo 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. Beschikbaarheid van die Handleiding (Artikel 51(3) van die Wet)

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Van der Walt & Hugo.
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Van der Walt & Hugo, 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 Dit handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

**MANUAL OF
FLUOR DANIEL SA (PTY)
LIMITED ("Fluor Daniel") IN
TERMS OF THE
PROMOTION OF ACCESS
TO INFORMATION ACT,
2000 ("the Act")**

2.

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Introduction to Fluor Daniel

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2. The Guide
3. Records available in terms of other legislation
4. Access to records held by Fluor Daniel
 - (i) Subjects and categories of records held by Fluor Daniel
 - (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 Fluor Daniel

Fluor Daniel is a wholly owned subsidiary of Fluor Corporation, a company incorporated in Aliso Viejo, USA. Fluor Daniel is a private company which provides design, engineering, procurement, construction and project management services throughout the Republic of South Africa and various neighbouring African countries. Fluor Daniel operates within the following internal divisions, namely operations and maintenance, plant and equipment rental, technical and engineering design, marketing and sales, project finance, corporate finance, human and industrial relations, project management and information systems. Fluor Daniel presently employs approximately 600 employees.

Mr Tom Pringle has been duly appointed by the head of Fluor Daniel, to act as the person to whom requests for access to information must be made in terms of the Act.

1. Contact details of head

Mr Tom Pringle
Information Officer

Postal address : Fluor Daniel SA (Pty) Limited
P O Box 784850
Sandton
2146
South Africa

Physical address : 1 Kikuyu Road
Sunninghill
Sandton
2157

Telephone : 011 233 3681

Facsimile : 011 233 3804

e-mail : tom.pringle@fluor.com

2. The Guide

The Guide will, according to the South African Human Rights Commission, be available 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. Records available in terms of other legislation

3.1 Companies Act 61 of 1973

3.1.1 All documents of incorporation of Fluor Daniel are lodged at the offices of the Registrar of Companies, and may be inspected there. These documents include the memorandum and articles of association of Fluor Daniel, as well as the relevant company forms.

3.1.2 The register of members and registers of transfers (of members), pledges and bonds of Fluor Daniel are available for inspection at the registered office of Fluor Daniel.

3.1.3 Special resolutions are lodged with the Registrar of Companies, and are therefore available for inspection there.

3.1.4 A register of the directors' and officials' interests in contracts entered into by Fluor Daniel is kept at the registered office of Fluor Daniel, and is available for inspection.

3.2 **Pension Funds Act 24 of 1956** – The rules of the pension fund and three yearly actuarial valuations are kept at the registered office of Fluor Daniel.

4.

- 3.3 **Employment Equity Act 55 of 1998** – A copy of the employment equity report is kept in the Training and Development Department at the registered office of Fluor Daniel.

4. **Access to records held by Fluor Daniel**

(i) **Subjects and categories of records held by Fluor Daniel**

Note: This section of the Manual sets out the subject and categories of records held by Fluor Daniel. 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.

4.1 **Incorporation documents**

- 4.1.1 The memorandum and articles of association of Fluor Daniel.
4.1.2 The incorporation forms of Fluor Daniel.

4.2 **Constitution of Fluor Daniel**

- 4.2.1 The share register of Fluor Daniel.
4.2.2 Shareholders' agreements of Fluor Daniel.
4.2.3 Minutes of general meetings of the directors of Fluor Daniel.
4.2.4 Register or list of directors of Fluor Daniel.
4.2.5 Minute books and internal resolutions of Fluor Daniel.
4.2.6 Power of attorney agreements, and a list of persons authorised to bind Fluor Daniel.
4.2.7 Statutory registers of Fluor Daniel, including a register of bonds and pledges, and a register of directors' interests in contracts.

4.3 **Financial records of Fluor Daniel**

- 4.3.1 Accounting records, books and documents of Fluor Daniel.
4.3.2 Interim and annual financial reports of Fluor Daniel.
4.3.3 Details of auditors of Fluor Daniel.
4.3.4 Auditors' reports in respect of audits conducted on Fluor Daniel.
4.3.5 Details of actuaries of the pension scheme utilised by Fluor Daniel.
4.3.6 Tax returns of Fluor Daniel.
4.3.7 Other documents and agreements relating to taxation.
4.3.8 Other financial records of Fluor Daniel.

4.4 Banking details of Fluor Daniel

- 4.4.1 Indebtedness to bankers.
- 4.4.2 Bank facilities and accounts details.
- 4.4.3 Bank statements.
- 4.4.4 The level of overdraft and other borrowings of Fluor Daniel.
- 4.4.5 Debt securities issued by Fluor Daniel.
- 4.4.6 Guarantees given by, or in respect of, Fluor Daniel.
- 4.4.7 Other financial commitments of Fluor Daniel.
- 4.4.8 Other banking records of Fluor Daniel.

4.5 Human resources / employment records

- 4.5.1 List of employees.
- 4.5.2 Letters or contracts of employment with directors, officers and employees of Fluor Daniel, and/or documentation pertaining to arrangements with directors, officers and employees of Fluor Daniel.
- 4.5.3 Expenditure or reimbursement agreements with directors of Fluor Daniel.
- 4.5.4 Documents relating to employee benefits.
- 4.5.5 Compensation or redundancy payments.
- 4.5.6 Personnel files.
- 4.5.7 Employment equity plan of Fluor Daniel.
- 4.5.8 Procedural agreements and policies of Fluor Daniel.
- 4.5.9 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 4.5.10 Training manuals and information pertaining to skills management.
- 4.5.11 Other information relating to employees of Fluor Daniel.

4.6 Health and safety requirements

- 4.6.1 Information required to be held by Fluor Daniel in terms of the Occupational Health and Safety Act, 1993.
- 4.6.2 Other documents held by Fluor Daniel relating to health and safety.

4.7 Pension and provident funds

Documentation held by Fluor Daniel relating to pension or provident funds.

4.8 Intellectual Property

- 4.8.1 Trade-marks, patents, copyrights and designs held by Fluor Daniel.
- 4.8.2 Licences relating to intellectual property rights.
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6.

4.9 Permits

- 4.9.1 Licences, material permits, consents, approvals, authorisations and certificates.
- 4.9.2 Applications for permits, licences and authorisations.
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4.10 Insurance records

Insurance policies taken out for the benefit of Fluor Daniel and its employees.

4.11 Immovable and movable property

- 4.11.1 Title deeds of land owned by Fluor Daniel.
- 4.11.2 Agreements for the lease or sale of land and/or other immovable property by Fluor Daniel.
- 4.11.3 Agreements for the lease or sale of movable property by Fluor Daniel.
- 4.11.4 Mortgage bonds, liens, notarial bonds or security interests on property.
- 4.11.5 Credit sale agreements and/or hire purchase agreements.
- 4.11.6 Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets.

4.12 Information technology

- 4.12.1 Computer software support and maintenance agreements.
- 4.12.2 Computer software licence agreements.
- 4.12.3 Agreements in respect of computer hardware used by Fluor Daniel.
- 4.12.4 Agreements with Internet Service Providers, and other telecommunications entities.
- 4.12.5 Other documentation pertaining to computer systems and computer programs held by Fluor Daniel.

4.13 Engineering / Construction

- 4.13.1 Tender submissions and proposals.
- 4.13.2 Engineering designs, calculations and drawings.
- 4.13.3 Design review records.
- 4.13.4 Scope of work and change notifications.
- 4.13.5 Geotechnical reports.
- 4.13.6 Architectural drawings and blueprints.
- 4.13.7 Sub Contracts: Request for quotes and purchase requests.

4.14 Miscellaneous agreements of Fluor Daniel

- 4.14.1 Structured finance agreements.
- 4.14.2 Loans from third parties (including banks).
- 4.14.3 Loans to third parties.
- 4.14.4 Suretyship agreements.
- 4.14.5 Security agreements, guarantees and indemnities, including notarial bond agreements.
- 4.14.6 Agreements restricting the trading activities of Fluor Daniel.
- 4.14.7 Agency, management and distribution agreements.
- 4.14.8 Standard conditions of business and standard-form contracts.
- 4.14.9 Agreements in terms of which Fluor Daniel is a member of a joint venture, consortium, partnership, incorporated or unincorporated association, and shareholders' agreements of another entity which Fluor Daniel is a party to.
- 4.14.10 Confidentiality and/or non-disclosure agreements.
- 4.14.11 Any other agreements.

4.15 Overseas interests and investments of Fluor Daniel

- 4.15.1 Agreements with foreign entities.
- 4.15.2 Documents pertaining to overseas interests and investments of Fluor Daniel.

4.16 Correspondence

Correspondence of Fluor Daniel, including internal and external memoranda.

4.17 Information relating to legal proceedings

Records relating to legal proceedings involving Fluor Daniel.

4.18 Environmental records

- 4.18.1 Environmental impact assessments and documents pertaining to studies conducted in this regard.
- 4.18.2 Agreements pertaining to environmental issues.
- 4.18.3 Policy of Fluor Daniel regarding environmental issues.

4.19 Research and scientific or technical information of Fluor Daniel

- 4.19.1 Documentation pertaining to research conducted by Fluor Daniel.
- 4.19.2 Research reports prepared by Fluor Daniel.
- 4.19.3 Scientific and/or technical information in the possession of Fluor Daniel.

8.

(ii) 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 Fluor Daniel. This request must be made to the address, fax number or electronic mail address of the head of Fluor Daniel.
- The requester must provide sufficient detail on the request form to enable the head of Fluor Daniel 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 Fluor Daniel.

Fees:

- The head of Fluor Daniel must 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 Fluor Daniel 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.

5. Availability of the manual

The manual is available for inspection at the offices of Fluor Daniel free of charge. Copies are also available with the SAHRC and in the Government Gazette.

6. 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

FRANCOIS UYS PROKUREURS

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

INDEKS

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1. INLEIDING

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

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

'n Versoeker kan Mnr Uys 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 Francois Uys Prokureur.

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 Francois Uys Prokureur;
" Francois Uys Prokureur "	beteken Francois Uys Prokureur, gestruktureer as enkel praktisyn en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede / organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie.
 "Inligtingsbeampte" Francois Uys Prokureur is aangewys as die inligtingsbeampte, 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: Francois Uys Prokureur
 Vennoot en inligtingsbeampte:

Adres: Falcon straat 110, Montana, Pretoria
 Posbus 2853
 Montana Park
 0159

Telefoon: (012) 547-7214
 (012) 547-7215
 Faks: (012) 547-4590

E-pos: Uys.f@mweb.co.za

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

In terme van die bepaling 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 die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid, Navorsing- en dokumentasieafdeling
 Privaat sak 2700, HOUTGTON, 2041

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

5. 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)

Francois Uys Prokureur hou inligting / dokumente ingevolge Wetgewing:-

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

Die bogemelde records, 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 FRANCOIS UYS PROKUREUR IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Francois Uys Prokureur hou inligting / dokumente soos hierna] aangedui:

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

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 Francois Uys Prokureur gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

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

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

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

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

**TIM DU TOIT & COMPANY INCORPORATED
ATTORNEYS, NOTARIES & CONVEYANCERS**

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

INDEX

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

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from TIM DU TOIT & COMPANY INCORPORATED 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. P.J. Botha should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from TIM DU TOIT & COMPANY INCORPORATED.

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 TIM DU TOIT & COMPANY or TIM DU TOIT & COMPANY INCORPORATED

**"TIM DU TOIT & COMPANY or TIM DU TOIT & COMPANY
INCORPORATED"**

shall mean TIM DU TOIT & COMPANY INCORPORATED,
Attorneys, Notaries and Conveyancers, structured as an
incorporated company which renders legal services including legal
advice and legal representation to individual clients and
businesses/organisations.

"SAHRC" shall mean the South African Human Rights Commission

**"Information
Officer"**

Mr. P.J. Botha of TIM DU TOIT & COMPANY
INCORPORATED has been appointed as the information officer
of TIM DU TOIT & COMPANY INCORPORATED, 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 : TIM DU TOIT & COMPANY INCORPORATED
(Registration number 1976/002804/21)

Director and appointed
Information Officer : Mr. P.J. Botha

Particulars of branches:

Tim du Toit & Company Incorporated
Sanwood Park, Block 2b
379 Queens Crescent
LYNNWOOD, Pretoria
P.O. Box 834,
PRETORIA 0001
(Tel: 012 348-2626)
(Fax: 012 348-8833)
(E-mail: timis@law.co.za)

Tim du Toit & Company Incorporated
33 West Street
HOUGHTON, Johannesburg
P.O. Box 1196,
JOHANNESBURG, 2000
(Tel: 011 483-3800)
(Fax: 011 483-0801)
(E-mail: timisjhb@law.co.za)

Tim du Toit & Company Incorporated
Unit 1, Lords Office Estates
276 West Street
CENTURION,
P.O. Box 9690,
CENTURION, 0046
(Tel: 012 663-5671)
(Fax: 012 663-5670)
(E-mail: timiscen@law.co.za)

Tim du Toit & Company Incorporated
373 Queens Crescent
LYNNWOOD, Pretoria
P.O. Box 36257,
MENLOPARK, 0102
(Tel: 012 365-0290)
(Fax: 012 365-0291)
(E-mail: timismen@law.co.za)

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

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

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) of the Act)

None at this stage.

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

TIM DU TOIT & COMPANY INCORPORATED keeps information / documents in accordance with the following legislation:

- 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. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

The above records, to the extent that they are of a public nature, are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY TIM DU TOIT & COMPANY INCORPORATED IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

TIM DU TOIT & COMPANY INCORPORATED holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Tim du Toit & Company Incorporated
- 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

- Tim du Toit & Company Incorporated Personal Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by TIM DU TOIT & COMPANY INCORPORATED 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 published herewith, addressed to the Information Officer and submitted against payment of the prescribed fee published herewith.

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

ANNEXURE A**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY – TIM DU TOIT & COMPANY INCORPORATED**

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

A Particulars of private body :

The Head :

Mr. P.R. Greyling
Sanwood Park, Block 2b
Queens Crescent 379,
LYNNWOOD, Pretoria
P.O. Box 834,
PRETORIA, 0001
(Tel: 012 348-2626)
(Fax: 012 348-8833)
(E-mail: timis@law.co.za)

Information Officer:

Mr. P.J. Botha
Sanwood Park, Block 2b
Queens Crescent 379,
LYNNWOOD, Pretoria
P.O. Box 834,
PRETORIA, 0001
(Tel: 012 348-2626)
(Tel: 012 348-8833)
(E-mail: timis@law.co.za)

B Particulars of person requesting access to the record

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

Full names and surname :

Identity number:

Postal address

Telephone number () _____

Fax number () _____

E-mail address: _____

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

C Particulars of person 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 requestor must sign all the additional folios.**

Description of record or relevant part of the record:

Reference number, if available:

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 Forms of access to record

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

Disability :	Form in which record is required:
<hr/>	<hr/>
<hr/>	<hr/>

Mark the appropriate box with an "X"

NOTES:

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

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

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

2. If record consists of visual images:

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

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

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

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

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

	Printed copy		Printed copy of information derived from the record		Copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy of transcription to be posted to you?		YES		NO	
A postal fee is payable					

G Particulars of right to be exercised or protected:

If the provided space is inadequate please continue on a separate folio and attach it to this form.

The requestor must sign all the additional folios.

Indicate which right is to be exercised or protected :

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

H Notice of decision regarding request for access:

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

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

Signed at this day of 20

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE B**FEEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of this manual is R1,10 for every photocopy of an A4 size page or part thereof.
2. Where a private body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

These fees for reproduction are as follows:

- | | | |
|----|---|--------|
| a) | For every photocopy of an A4 size page or part thereof | R1,10 |
| b) | For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form. | |
| c) | For a copy in a computer readable form on – | |
| | i) stiffy disc | R7,50 |
| | ii) compact disc | R70,00 |
| d) | i) For a transcription of visual images for an A4 size page or part thereof | R40,00 |
| | ii) For a copy of visual images | R60,00 |
| e) | i) For a transcription of an audio record, for an A4 size page or part thereof | R20,00 |
| | ii) For a copy of an audio record | R30,00 |
| 3. | The requested fee payable by a requester other than a personal requester is | R50,00 |
| 4. | The access fees payable by a requester are as follows: | |
| a) | For every photocopy of an A4 size or part thereof | R1,10 |
| b) | For every printed copy of an A4 size page or part thereof held on a computer or in electronic machine readable form | R0,75 |
| c) | For a copy in a computer readable form on – | |
| | i) stiffy disc | R7,50 |
| | ii) compact disc | R70,00 |
| d) | i) For a transcription of visual images for an A4 size page or part thereof | R40,00 |

- ii) For a copy of visual images
 - e)
 - i) For a transcription of an audio record for an A4 size page or part thereof R20,00
 - ii) For a copy of an audio record R30,00
 - f) To search for and prepare a record that must be disclosed, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
5. Where a private body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record for disclosure will take more than 6 (six) hours, a **deposit** is payable by the requester.
- One third of the access fee is payable as a deposit by the requester.
6. The actual postage is payable when a copy of a record must be posted to a requester.

MANUAL OF SECTIONAL POLES AFRICA (PTY) LTD (65/5138/07)

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

1. CONTACT PARTICULARS**HEAD OF COMPANY: R MARIMUTHU**318 The Hillside
Lynnwood
PRETORIAP O BOX 17028
GROENKLOOF
0027

Tel (012) 348-8660

Fax: (012) 348-9195

E-mail: daan@sectionalpoles.co.za**2. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

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

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

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

4. INFORMATION HELD

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

- | | |
|---|---|
| 4.1 COMPANIES ACT 61 OF 1973 (as amended) | 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1986 |
| 4.5 EMPLOYMENT EQUITY ACT 55 OF 1998 | 4.6 COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 OF 93 |
| 4.7 SKILLS DEVELOPMENT ACT 97 OF 1998 | 4.8 SKILLS DEVELOPMENT ACT 9 OF 1999 |
| 4.9 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 | |

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

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Administrative matters

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers

- 5.2.2 Leases

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders / Instructions

- 5.3.2 Invoices

5.4 HUMAN RESOURCES:

- 5.4.1 Payroll records & SARS Payments
-
- 5.4.3 Returns to UIF

- 5.4.2 Leave, sick leave, maternity and special leave records

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
-
- 5.5.3 VAT returns
-
- 5.5.5. Income tax returns and assessments

- 5.5.2 Financial systems and control
-
- 5.5.4 Short term insurance

6 REQUESTING PROCEDURES

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

7 AVAILABILITY OF THE MANUAL

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

MANUAL OF MELOR MODULAR MASTS & TOWERS CC (CK 99/11977/23)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: DW VAN DER SIJDE

Unit 7

Plot 14

Akwamaryn Street

KLERKSOORD

P O BOX 39401

FEARIE GLEN

0043

Tel (012) 542-5128

Fax: (012) 542-5936

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH MODULAR MASTS & TOWERS CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

4. INFORMATION HELD

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

- | | | | |
|-----|--|-----|---|
| 4.1 | CLOSED CORPORATION ACT 69 OF 1984 (as amended) | 4.2 | LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 | BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 | UNEMPLOYMENT INSURANCE ACT 30 OF 1966 |
| 4.5 | EMPLOYMENT EQUITY ACT 55 OF 1998 | 4.6 | COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 OF 93 |
| 4.7 | SKILLS DEVELOPMENT ACT 97 OF 1998 | 4.8 | SKILLS DEVELOPMENT ACT 9 OF 1999 |
| 4.9 | OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 | | |

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

5.1 OPERATIONAL / MANUFACTURING RECORDS:

5.1.1 Contract / customer details

5.1.3 Production, project management and services

5.1.2 Administrative matters

5.2 MACHINERY & EQUIPMENT RECORDS:

5.2.1 Assets registers

5.2.2 Leases

5.3 DISTRIBUTION RECORDS:

5.3.1 Orders / Instructions

5.3.3 Delivery notes

5.3.2 Invoices

5.4 HUMAN RESOURCES:

5.4.1 Payroll records

5.4.3 Returns to UIF

5.4.2 Leave, sick leave, maternity and special leave records

5.5 FINANCIAL RECORDS:

5.5.1 Annual Financial reports

5.5.3 VAT returns

5.5.5 Income tax returns and assessments

5.5.2 Financial systems and control

5.5.4 Short term insurance

6 REQUESTING PROCEDURES

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

7 AVAILABILITY OF THE MANUAL

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

MANUAL OF SECTIONAL POLES PROPERTIES TRUST BOPHUTHATSWANA (Y 2/91)

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

1. CONTACT PARTICULARS**HEAD OF COMPANY:** WKC BOEMER

Stand 42

7th Street

BABELEGI

P O BOX 17028

GROENKLOOF

0027

Tel (012) 348-8660

Fax: (012) 348-9195

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH SECTIONAL POLES PROPERTIES TRUST BOPHUTHATSWANA HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

4. INFORMATION HELD

This Company is currently dormant and therefore only the following information is available:

4.1 TRUST PROPERTY CONTROL ACT 57 OF 1988 (as amended)**4.3 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.****5.1 OPERATIONAL / MANUFACTURING RECORDS:**

No Documents

5.2 MACHINERY & EQUIPMENT RECORDS:

No Documents

5.3 DISTRIBUTION RECORDS:

No Documents

5.4 HUMAN RESOURCES:

No Documents

5.5 FINANCIAL RECORDS:**5.5.1 Annual Financial reports****5.5.2 Income tax returns and assessments****6. REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form, that is available at the offices of SECTIONAL POLES PROPERTIES TRUST BOPHUTHATSWANA completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Trustee.

7. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of SECTIONAL POLES PROPERTIES TRUST BOPHUTHATSWANA; copies are also available from the South African Human Rights Commission and from the Government printer.

MANUAL OF MAGNAVOLT TRADING 160 CC (2000/07/4352/23)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: DW VAN DER SIJDE
Stand 41
7th Street
BABELEGI

P O BOX 17028
GROENKLOOF
0027

Tel (012) 719-8315

Fax: (012) 719-8317

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH MAGNAVOLT TRADING 160 CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from MAGNAVOLT TRADING 160 CC.

4. INFORMATION HELD

This Closed Corporation is currently dormant and therefore only the following information is available:

4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**4.3 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.****5.1 OPERATIONAL / MANUFACTURING RECORDS:**

No Documents

5.2 MACHINERY & EQUIPMENT RECORDS:

No Documents

5.3 DISTRIBUTION RECORDS:

No Documents

5.4 HUMAN RESOURCES:

No Documents

5.5 FINANCIAL RECORDS:

No Documents

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of MAGNAVOLT TRADING 160 CC completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

7. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of MAGNAVOLT TRADING 160 CC; copies are also available from the South African Human Rights Commission and from the Government printer.

MANUAL OF SECTIONAL POLES (PTY) LTD (66/79998/07)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: DW VAN DER SIJDE
318 The Hillside
Lynnwood
PRETORIA

P O BOX 17028
GROENKLOOF
0027

Tel (012) 719-8315

Fax: (012) 719-8317

E-mail: daan@sectionalpoles.co.za

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

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

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

4. INFORMATION HELD

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

- | | |
|---|---|
| 4.1 COMPANIES ACT 61 OF 1973 (as amended) | 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966 |
| 4.5 EMPLOYMENT EQUITY ACT 55 OF 1998 | 4.6 COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 OF 93 |
| 4.7 SKILLS DEVELOPMENT ACT 97 OF 1998 | 4.8 SKILLS DEVELOPMENT ACT 9 OF 1999 |
| 4.9 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 | |

4.3 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**5.1 OPERATIONAL / MANUFACTURING RECORDS:**

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

5.2 MACHINERY & EQUIPMENT RECORDS:

- | | |
|------------------------|--------------|
| 5.2.1 Assets registers | 5.2.2 Leases |
| 5.2.3 Maintenance | 5.2.4 Safety |

5.3 DISTRIBUTION RECORDS:

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

5.4 HUMAN RESOURCES:

- | | |
|---|--|
| 5.4.1 Payroll records & SARS Payments | 5.4.2 Leave, sick leave, maternity and special leave records |
| 5.4.3 Returns to UIF | 5.4.4 Disciplinary records |
| 5.4.5 Performance assessments and performance records | 5.4.6 Seta records |
| 5.4.7 Employment Equity reports and statistics | 5.4.8 Training schedules and material |
| 5.4.9 OHASA records | 5.4.10 Employee Assistance Program statistics and reports |

5.5 FINANCIAL RECORDS:

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

6. REQUESTING PROCEDURES

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

7. AVAILABILITY OF THE MANUAL

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

MANUAL OF FC'S MOBILE MAC

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

1. CONTACT PARTICULARS

Head of business : F.C. Swanepoel

202A Jan van Riebeeck street
MIDDELBURG
1050

P.O. Box 5812
MIDDELBURG
1050

Tel: (013) 282 0963

Fax: (013) 282 0964

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel: (011) 484-8300, Fax (011) 484-1360

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH FC'S MOBILE MAC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

4. INFORMATION HELD

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

- | | |
|--|---|
| 1. BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 6. UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002 |
| 2. COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASE ACT 130 OF 1993 | 7. UNEMPLOYMENT INSURANCE ACT 63 OF 2001 |
| 3. REGIONAL SERVICES COUNCILS ACT 109 OF 1985 | 8. INCOME TAX ACT 95 OF 1967 |
| 4. SKILLS DEVELOPMENT LEVY ACT 9 OF 1999 | 9. VALUE ADDED TAX ACT 89 OF 1991 |
| 5. SKILLS DEVELOPMENT ACT 97 OF 1998 | |

5. The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**5.1 FINANCIAL RECORDS:**

- | | |
|---|--|
| 5.1.1 Annual Financial statements | 5.1.6 Cash and petty cash books |
| 5.1.2 General ledger | 5.1.7 Fixed Asset Register |
| 5.1.3 Bank statements, chequebooks and cheques | 5.1.8 Taxation Returns and Assessments |
| 5.1.4 Statements and invoices of Debtor and Creditors | 5.1.9 Vat returns |
| 5.1.5 Deposit Slips | |

5.2 HUMAN RESOURCES:

- | | |
|--|--|
| 5.2.1 Personnel File | 5.2.6 UIF cards |
| 5.2.2 Salary and wage register | 5.2.7 Workmen's compensation documents |
| 5.2.3 Payroll records | 5.2.8 Letter of appointment |
| 5.2.4 Leave, sick, maternity and special leave records | 5.2.9 IRP 5 and IT3 certificates |
| 5.2.5 Returns to UIF, PAYE and SDL | 5.2.10 MICFA records |

5.3 OPERATIONAL AND GENERAL RECORDS:

- | | |
|----------------------------|-------------------------------|
| 5.3.1 Licenses | 5.3.4 Phone list of customers |
| 5.3.2 Job bookings - dairy | |
| 5.3.3 Quotations | |

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of FC's Mobile Mac, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the head of the business.

7. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of FC's Mobile Mac; copies are also available from the South African Human Rights Commission and from the Government printer.

**MANUAL OF
WILLOW PARK PROPERTY TRUST
IT 5161/95
(BUSINESS TRUST)
THE SOLE INVESTMENT BEING A MAJORITY HOLDING IN
WILPARK LIMITED
1999/04408/06**

(PRIVATE PLACING DONE ON AN INDIVIDUAL BASIS)

AND THE SUBSIDIARIES (100% OWNED)

**ZUIKERBOSCHFONTEIN PROPERTY TRUST
IT 7472/97**

**PROTEA MINES (PTY) LTD
1996/05186/07**

**CLIDET 205 (PTY) LTD
1998/004258/07**

**WILPARK VALLEY (PTY) LTD
2000/01739/07**

**CATWALK (PTY) LTD
1999/10431/07**

**RUSTENBURG HOEK (PTY) LTD
1981/08120/07**

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

1. CONTACT PARTICULARS

CEO of the Company : S.J.J. Leo

31st First Road, Bredell
KEMPTONPARK
1620

P.O. Box 1850
KEMPTONPARK
1620

Tel : (011) 396 1120

Fax: (011) 979 1718

E-mail: wilpark@netactive.co.za

Website: www.wilparkgroup.co.za

Information officer : Brian Kelsey , Financial Director

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

Tel : (011) 484-8300, Fax : (011) 484-1360

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

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

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from Wilpark LTD or their website.

4. INFORMATION HELD

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

4.1 COMPANIES ACT 61 OF 1973 (as amended)

4.2 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997

- 4.3 COMPENSATION FOR OCCUPATIONAL INJURIES AND HEALTH DISEASE ACT 130 OF 1993
- 4.4 EMPLOYMENT EQUITY ACT 55 OF 1998
- 4.5 LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- 4.6 OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993
- 4.7 REGIONAL SERVICES COUNCILS ACT 109 OF 1985
- 4.8 SKILLS DEVELOPMENT LEVY ACT 9 OF 1999
- 4.9 SKILLS DEVELOPMENT ACT 97 OF 1998
- 4.10 UNEMPLOYMENT CONTRIBUTIONS ACT 4 OF 2002
- 4.11 UNEMPLOYMENT INSURANCE ACT 63 OF 2001 (as amended)
- 4.12 INCOME TAX ACT 95 OF 1967
- 4.13 VALUE ADDED TAX ACT 89 OF 1991
- 4.14 MINE HEALTH AND SAFETY ACT 29 OF 1996
- 4.15 STAMP DUTIES ACT 77 OF 1968

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

5.1 FINANCIAL RECORDS:

- 5.1.1 Annual Financial Statements and work papers
- 5.1.2 General Ledger
- 5.1.3 Additional Ledgers (Debtor/ Creditor/Stock)
- 5.1.4 Bank statements, chequebooks and cheques
- 5.1.5 Statements and invoices of Debtors and Creditors
- 5.1.6 Deposit slips
- 5.1.7 Cash and petty cash books
- 5.1.8 Fixed Asset register
- 5.1.9 Taxation returns and assessments
- 5.1.10 VAT returns
- 5.1.11 Lease and installment agreements
- 5.1.12 Long term Loan agreements
- 5.1.13 Budgets and Business Plans
- 5.1.14 Insurance records

- 5.1.15 Investment records
- 5.1.16 Audit reports
- 5.1.17 Internal audit reports
- 5.1.18 Stock records
- 5.1.19 Property records
- 5.1.20 Internal policy & control and computerize system documentation
- 5.1.21 Management reviews
- 5.1.22 CAPEX
- 5.1.23 Credit agreements

5.2 HUMAN RESOURCES:

- 5.2.1 Personnel files
- 5.2.2 Salary and wage register
- 5.2.3 Payroll records (computerized)
- 5.2.4 UIF cards
- 5.2.5 Return of UIF, PAYE and SDL
- 5.2.6 Workmen's compensation records
- 5.2.7 Disciplinary records
- 5.2.8 Application for employment
- 5.2.9 Letter of appointment
- 5.2.10 Leave application and records
- 5.2.11 Training and courses
- 5.2.12 IRP 5 and IT 3 certificates
- 5.2.13 Provident fund
- 5.2.14 National Union of Food, Beverage, Wine and Allied workers records

5.3 STATUTORY RECORDS:

- 5.3.1 Directors and officer register
- 5.3.2 Director's shareholding register
- 5.3.3 Shareholder register
- 5.3.4 Dividends register
- 5.3.5 Director attendance register
- 5.3.6 Change of name certificate
- 5.3.7 Incorporation certificate
- 5.3.8 Commence of business certificate
- 5.3.9 Shareholder and directors minute book
- 5.3.10 Resolutions at general or class meetings
- 5.3.11 Proxy
- 5.3.12 Share registration records
- 5.3.13 Trust deeds

5.4 OPERATIONAL AND GENERAL RECORDS:

- 5.4.1 All relevant licenses
- 5.4.2 Price list
- 5.4.3 Computerized booking system
- 5.4.4 Quotations

- 5.4.5 Order books
- 5.4.6 Phone list
- 5.4.7 Customers files and lists
- 5.4.8 Marketing material
- 5.4.9 Public relations
- 5.4.10 BARGAINING COUNCIL : Division Catering records
- 5.4.11 Environment management program (Protea Mine (Pty) Ltd) This documents was issued at the time of receiving the Mining License Dec. 02.

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of Wilpark LTD, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer .

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of Wilpark LTD on request or their website.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Research information
- Commercial information of the company

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of Wilpark LTD; copies are also available from the South African Human Rights Commission; from the Government printer or their website.

COLEMAN PROKUREURS

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

INDEKS

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

1. INLEIDING

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

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

'n Versoeker kan Mnr. Coleman 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 Coleman 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 insaam met die aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by kantore van Coleman Prokureurs;
 "Coleman Prokureurs" beteken Coleman Prokureurs, gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede / organisasies;
 "SAMK" beteken die Suid-Afrikaanse Menseregtekommissie;
 "inligtingsbeoorloper" die senior vennoot van Coleman Prokureurs is aangewys as die Inligtingsbeoorloper van Coleman Prokureurs, aan wie versoeks vir inligting in terme van die Wet, gerig moet word.

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

Naam van liggaam: Coleman Prokureurs
 Vennoot en inligtingsbeoorloper: W. R. Coleman
 Adres: Vyfde Straat 30, Delmas, 2210
 Posadres: Posbus 1271, Delmas, 2210
 Telefoon: (013) 665-1905
 Faks: (013) 665-2496
 E-Pos: N.V.T.
 Webblad: N.V.T.

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid Telefoon: +27 11 484 5300
 Navorsing- en dokumentasieafdeling Faks: +27 11 484 0592/1360
 Privatsak 2700 Webblad: www.sahrc.org.za
 HOUGHTON E-Pos: PAIA@sahrc.org.za
 2041

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 BESKIBAAR INGEVOLGE ANDER WETGEWING (ARTIKEL 51(1)(d) VAN DIE WET) COLEMAN PROKUREURS hou inligting / dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insolvensiewet, No.24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No.24 van 1956
- Inkomstebelastingwet, No.58 van 1962 (Artikel 75)
- Maatskappijwet, No.61 van 1973
- Die Wet op Kopiereg, No.98 van 1978
- Wet op Prokureurs, No.53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No.89 van 1991 (Artikel 65)
- Wet op Beroepsgeesondheid en veiligheid, No.85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -skades, No.136 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No.66 van 1995
- Wet op Basiese Diensvoorwaardes, No.75 van 1997 (Artikel 31)
- Employment Equity Act, No.55 van 1998 (Artikel 26)
- Skills Development Act, No.97 van 1998
- Wet op Mediese Skemas, No.131 van 1998
- Skills Development Levies Act, No.9 van 1995
- Werkloosheidsversekeringswet, No.63 van 2001

Die bogenelde rekords, insowverre 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 GEHOUD DEUR COLEMAN PROKUREURS IN TERME VAN DIE WET (ARTIKEL 51(1)(e) VAN DIE WET) COLEMAN PROKUREURS hou inligting / dokument soos hierna aangedui:

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

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 Coleman Prokureurs gehou word is outomaties beskikbaar 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 wens, gerig aan die Inligtingsbeoorloper en teen betaling van die voorgeskrewe gelde.

7. ANDER INLIGTING (ARTIKEL 51(1)(f) VAN DIE WET)

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

8. BESKIBAARHEID VAN DIE HANDLEIDING (ARTIKEL 51(3) VAN DIE WET)

8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Coleman Prokureurs;

8.6 Afskritte van die handleiding kan verkry word by die kantore van Coleman Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;

8.7 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant.

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

MANUAL OF DANSTEEL (PTY) LTD (1982/09958/07)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: Y ROUX
 CNR STEEL & KELVIN ROAD
 SPARTAN
 KEMPTON PARK
 Tel (011) 975-7788/6602
 e-mail: dansteel@mwweb.co.za

P O BOX 233
 ISANDO
 1600
 Fax: (011) 975-3711

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

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

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

4. INFORMATION HELD

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

- | | |
|--|--|
| 4.1 COMPANIES ACT 61 OF 1973 (as amended) | 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966 |
| 4.5 OCCUPATION HEALTH AND SAFETY ACT 85 OF 1993 | |

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

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- | | | |
|--------------------|------------------------------------|------------------------------|
| 5.1.1 Stock sheets | 5.1.2 Contract / customer details; | 5.1.3 Administrative matters |
|--------------------|------------------------------------|------------------------------|

5.2 MACHINERY & EQUIPMENT RECORDS:

- | | | |
|------------------------|-------------------|--------------|
| 5.2.1 Assets registers | 5.2.2 Maintenance | 5.2.3 Safety |
|------------------------|-------------------|--------------|

5.3 DISTRIBUTION RECORDS:

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

5.4 HUMAN RESOURCES:

- | | | |
|---------------------------------------|----------------------------|-------------------------------|
| 5.4.1 Payroll records | 5.4.2 Returns to UIF | 5.4.3 OHASA records |
| 5.4.4 Relevant leave records | 5.4.5 Disciplinary records | 5.4.6 Performance assessments |
| 5.4.7 Training schedules and material | | |

5.5 FINANCIAL RECORDS:

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

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of DANSTEEL (PTY) LTD, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the CEO.

7. AVAILABILITY OF THE MANUAL

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

MANUAL OF DANSTEEL PROPERTIES CC (1999/26509/23)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: Y ROUX
 CNR STEEL & KELVIN ROAD
 SPARTAN
 KEMPTON PARK
 Tel (011) 975-7788/6602
 e-mail: dansteel@mweb.co.za

P O BOX 233
 ISANDO
 1600
 Fax: (011) 975-3711

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

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

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

4. INFORMATION HELD

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

4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**5. The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.****5.1 PROPERTY RECORDS:**

5.1.1 Property Deeds	5.1.2 Maintenance	5.1.3 Safety
----------------------	-------------------	--------------

5.2 FINANCIAL RECORDS:

5.2.1 Annual Financial reports	5.2.2 Financial systems and control	5.2.3 Income tax returns
5.2.4 VAT returns	5.2.5 Short term insurance	

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of DANSTEEL PROPERTIES CC, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the CEO.

7. AVAILABILITY OF THE MANUAL

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

MANUAL OF BERCOR FAMILY TRUST

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

1. CONTACT PARTICULARS

INITIAL TRUSTEE: AM BASSON
NETRECHT PK
MUNNIK

P O BOX 49
MUNNIK

Tel 082-8533-985

Fax: None

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH BERCOR FAMILY TRUST HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

4. INFORMATION HELD

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

4.1 ACT 57 OF 1988 (as amended)

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

5.1 PROPERTY RECORDS:

5.1.1 Property Deeds

5.1.2 Maintenance

5.2 FINANCIAL RECORDS:

5.2.1 Annual Financial reports

5.2.2 Financial systems and control

5.2.3 Income tax returns

5.2.4 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of BERCOR FAMILY TRUST, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the INITIAL TRUSTEE.

7 AVAILABILITY OF THE MANUAL

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

MANUAL OF ANDEON 91 EIENDOMME CC (1992/27801/23)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: LJ DE NYSSCHEN

91 KENNETH ROAD

ANDEON

PRETORIA

Tel (012) 372-0299

e-mail: wikus.d@absafreemail.co.za

P O BOX 48293

HERCULES

Fax: (012) 372-0391

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH ANDEON 91 EIENDOMME CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from ANDEON 91 EIENDOMME CC

4. INFORMATION HELD

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

4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.****5.1 PROPERTY RECORDS:****5.1.1 Property Deeds****5.1.2 Maintenance****5.2 FINANCIAL RECORDS:****5.2.1 Annual Financial reports****5.2.2 Financial systems and control****5.2.3 Income tax returns****5.2.4 Short term insurance****6 REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form, that is available at the offices of ANDEON 91 EIENDOMME CC, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the CEO.

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of ANDEON 91 EIENDOMME CC; copies are also available from the South African Human Rights Commission and from the Government printer.

MANUAL OF PEDROL HIRE CC

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: LJ DE NYSSCHEN

91 KENNETH ROAD

ANDEON

PRETORIA

Tel: (012) 372-0299

Email: wikus.d@absafreemail.co.za

P O BOX 48239

HERCULES

Fax: (012) 372-0391

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

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

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

4. INFORMATION HELD

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

- | | | | |
|-----|--|-----|--|
| 4.1 | CLOSED CORPORATION ACT 69 OF 1984 (as amended) | 4.2 | LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 | BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 | UNEMPLOYMENT INSURANCE ACT 30 OF 1966 |
| 4.5 | OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 | | |

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

5.1 OPERATIONAL RECORDS:

- | | | | | | |
|-------|------------------------------|-------|-----------------------------|-------|------------------------|
| 5.1.1 | Contract / customer details; | 5.1.2 | Contract / customer details | 5.1.3 | Administrative matters |
|-------|------------------------------|-------|-----------------------------|-------|------------------------|

5.2 MACHINERY & EQUIPMENT RECORDS:

- | | | | | | |
|-------|------------------|-------|--------|-------|-------------|
| 5.2.1 | Assets registers | 5.2.2 | Leases | 5.2.3 | Maintenance |
| 5.2.4 | Safety | | | | |

5.3 DISTRIBUTION RECORDS:

- | | | | | | |
|-------|----------|-------|----------|-------|----------------|
| 5.3.1 | Orders | 5.3.2 | Invoices | 5.3.3 | Delivery notes |
| 5.3.4 | Receipts | | | | |

5.4 HUMAN RESOURCES:

- | | | | | | |
|-------|------------------------|-------|--------------------|-------|----------------------|
| 5.4.1 | Payroll records | 5.4.2 | Returns to UIF | 5.4.3 | Disciplinary records |
| 5.4.4 | Relevant leave records | 5.4.5 | Training schedules | | |

5.5 FINANCIAL RECORDS:

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

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of PEDROL HIRE CC or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member

7. AVAILABILITY OF THE MANUAL

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

MANUAL OF ANDEON SMALL PLANT HIRE CC (1992/27799/23)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: LJ DE NYSSCHEN

91 KENNETH ROAD

ANDEON

PRETORIA

Tel: (012) 372-0299

Email: wikus.d@absafreemail.co.za

P O BOX 50103

HERCULES

Fax: (012) 372-0391

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 4848300, fax (011) 4847149

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH ANDEON SMALL PLANT HIRE CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

4. INFORMATION HELD

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

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

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

5.1 OPERATIONAL RECORDS:

- 5.1.1 Contract / customer details; 5.1.2 Contract / customer details 5.1.3 Administrative matters

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers 5.2.2 Leases 5.2.3 Maintenance
5.2.4 Safety

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders 5.3.2 Invoices 5.3.3 Delivery notes
5.3.4 Receipts

5.4 HUMAN RESOURCES:

- 5.4.1 Payroll records 5.4.2 Returns to UIF 5.4.3 Disciplinary records
5.4.4 Relevant leave records 5.4.5 Training schedules

5.5 FINANCIAL RECORDS:

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

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of ANDEON SMALL PLANT HIRE CC or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member.

7. AVAILABILITY OF THE MANUAL

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

MANUAL OF MYBURGH PLANT HIRE CC (1989/02196/23)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: LJ DE NYSSCHEN

91 KENNETH ROAD

ANDEON

PRETORIA

Tel: (012) 372-0299

Email: wikus.d@absafreemail.co.za

P O BOX 48239

HERCULES

Fax: (012) 372-0391

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

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

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

4. INFORMATION HELD

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

- | | | | |
|-----|--|-----|--|
| 4.1 | CLOSED CORPORATION ACT 69 OF 1984 (as amended) | 4.2 | LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 | BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 | UNEMPLOYMENT INSURANCE ACT 30 OF 1986 |
| 4.5 | OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 | | |

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

5.1 OPERATIONAL RECORDS:

- | | | | | | |
|-------|------------------------------|-------|-----------------------------|-------|------------------------|
| 5.1.1 | Contract / customer details; | 5.1.2 | Contract / customer details | 5.1.3 | Administrative matters |
|-------|------------------------------|-------|-----------------------------|-------|------------------------|

5.2 MACHINERY & EQUIPMENT RECORDS:

- | | | | | | |
|-------|------------------|-------|--------|-------|-------------|
| 5.2.1 | Assets registers | 5.2.2 | Leases | 5.2.3 | Maintenance |
| 5.2.4 | Safety | | | | |

5.3 DISTRIBUTION RECORDS:

- | | | | | | |
|-------|----------|-------|----------|-------|----------------|
| 5.3.1 | Orders | 5.3.2 | Invoices | 5.3.3 | Delivery notes |
| 5.3.4 | Receipts | | | | |

5.4 HUMAN RESOURCES:

- | | | | | | |
|-------|------------------------|-------|--------------------|-------|----------------------|
| 5.4.1 | Payroll records | 5.4.2 | Returns to UIF | 5.4.3 | Disciplinary records |
| 5.4.4 | Relevant leave records | 5.4.5 | Training schedules | | |

5.5 FINANCIAL RECORDS:

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

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of MYBURGH PLANT HIRE CC or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member

7. AVAILABILITY OF THE MANUAL

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

MANUAL OF WINDBULT BOERDERY CC (1998/43147/23)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: AM BASSON
NETRECHT PK
MUNNIK

P O BOX 49
MUNNIK

Tel 082-8533-985

Fax: None

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

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

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

4. INFORMATION HELD

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

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

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

5.1 OPERATIONAL RECORDS:

- 5.1.1 Contract / customer details; 5.1.2 Administrative matters

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers 5.2.2 Leases 5.2.3 Maintenance
5.2.4 Safety

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders 5.3.2 Invoices 5.3.3 Delivery notes
5.3.4 Receipts

5.4 HUMAN RESOURCES:

- 5.4.1 Payroll records 5.4.2 Returns to UIF 5.4.3 Disciplinary records
5.4.4 Relevant leave records 5.4.5 Training schedules

5.5 FINANCIAL RECORDS:

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

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of WINDBULT BOERDERY CC or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member

7. AVAILABILITY OF THE MANUAL

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

MANUAL OF KRAAL PRODUCTS t/a LION BRIDGE CC (1991/33969/23)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: S KOPELOWITZ
 LYNNRIDGE MALL
 LYNNWOOD RIDGE
 PRETORIA
 Tel (012) 361-4510
 e-mail: kops@netactive.co.za

P O BOX 35822
 IMENLO PARK
 0102
 Fax: (012) 361-1590

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 4848300, fax (011) 4847149

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH KRAAL PRODUCTS t/a LION BRIDGE CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

4. INFORMATION HELD

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

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended) 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)
 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966
 4.5 OCCUPATION HEALTH AND SAFETY ACT 85 OF 1993 4.6 SKILLS DEVELOPMENT ACT 9 OF 1999

5. The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**5.1 OPERATIONAL RECORDS:**

- 5.1.1 Cost analyses 5.1.2 Contract / customer details; 5.1.3 Administrative matters

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers 5.2.2 Safety

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders 5.3.2 Invoices 5.3.3 Delivery notes
 5.3.4 Receipts

5.4 HUMAN RESOURCES:

- 5.4.1 Payroll records 5.4.2 Returns to UIF 5.4.3 Disciplinary records
 5.4.4 Relevant leave records

5.5 FINANCIAL RECORDS:

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

6. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of KRAAL PRODUCTS t/a LION BRIDGE CC, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member.

7. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of KRAAL PRODUCTS t/a LION BRIDGE CC; copies are also available from the South African Human Rights Commission and from the Government printer.

MANUAL OF C.R.A DIGITAL SERVICES CC (1999/30876/23)

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

1. CONTACT PARTICULARS

HEAD OF COMPANY: JL PRETORIUS

LYNNWOOD GALERIES

ROSEMARY

PRETORIA

Tel (012) 361-4506

e-mail: johannp@cramedia.co.za

P O BOX 72411

LYNNWOODRIF

0040

Fax: (012) 348-8536

website: cramedia.co.za

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

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

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH C.R.A DIGITAL SERVICES CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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

4. INFORMATION HELD

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

- | | | | |
|-----|---|-----|--|
| 4.1 | CLOSED CORPORATION ACT 69 OF 1984 (as amended) | 4.2 | LABOUR RELATIONS ACT 66 OF 1995 (as amended) |
| 4.3 | BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997 | 4.4 | UNEMPLOYMENT INSURANCE ACT 30 OF 1966 |
| 4.5 | OCCUPATION HEALTH AND SAFETY ACT 85 OF 1993 | 4.6 | SKILLS DEVELOPMENT ACT 97 OF 1998 |
| 4.7 | SKILLS DEVELOPMENT LEVIES ACT 9 OF 1999 | 4.8 | EMPLOYMENT EQUITY ACT 55 OF 1996 |
| 4.9 | COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 OF 1993 | | |

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

5.1 OPERATIONAL RECORDS:

- | | | | | | |
|-------|---------------|-------|------------------------------|-------|-----------------------|
| 5.1.1 | Cost analyses | 5.1.2 | Contract / customer details; | 5.1.3 | Production statistics |
|-------|---------------|-------|------------------------------|-------|-----------------------|

5.2 MACHINERY & EQUIPMENT RECORDS:

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

5.3 DISTRIBUTION RECORDS:

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

5.4 HUMAN RESOURCES:

- | | | | | | |
|-------|--|-------|----------------|-------|----------------------|
| 5.4.1 | Payroll records | 5.4.2 | Returns to UIF | 5.4.3 | Disciplinary records |
| 5.4.4 | Relevant leave records | 5.4.5 | OHASA records | 5.4.6 | Training schedules |
| 5.4.7 | Employee assistance program statistics and reports | | | | |

5.5 FINANCIAL RECORDS:

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

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of C.R.A DIGITAL SERVICES CC, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the CEO.

7 AVAILABILITY OF THE MANUAL

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



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

Last revision date: February 2003

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1 INTRODUCTION

1.1 The National Productivity Institute (hereinafter called "the NPI") conducts the business of development and enhancement of South Africa's productive capacity. Further information regarding the activities of the NPI are available in Clause 7 below, as well as on the NPI's website, www.npi.co.za.

1.2 The NPI is registered as a Section 21 company in terms of the Companies Act, 61 of 1973, with registration number 75/04742/08.

1.3 The NPI is a public entity, which for National Treasury control purposes, is deemed to be a subsidiary of the Department of Labour.

1.4 Vision of the NPI

To be the irrefutable champion of the holistic, innovative and sustained development of South Africa's productive capacity for the equitable "benefit of all in a socially responsible manner"

1.5 Mission of the NPI

The National Productivity Institute is a tripartite body dedicated to the development and enhancement of South Africa's productive capacity by articulating the spirit of tripartism through research, information dissemination, training, facilitation, consultation, auditing and monitoring of all productivity issues and challenges to improve the quality of life of all South Africans.

2 CONTACT DETAILS

2.1 Addresses and telephone numbers

Postal address: PO Box 3971, Pretoria, 0001

Physical address: 7th Floor, Prodinsa Building, Cor Beatrix and Pretorius Streets, Arcadia, Pretoria, Gauteng, South Africa

Telephone: 27 (0)12 341 1470

Fax: 27 (0)12 440 1866

2.2 Physical address for receipt of legal documentation

7th Floor, Prodinsa Building, Cor Beatrix and Pretorius Streets, Arcadia, Pretoria, Gauteng, South Africa

2.3 Designated person (information)

Mr Bongani Coka	Chief Financial Officer
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2.4 Deputy information officers

Mr Tshepo Shuenyane	IT Manager
Ms Lynn Jurriaanse	Information Officer
Ms Desirée Fisher	Executive Office

2.5 E-mail addresses

Mr Bongani Coka	bongani@npi.co.za
Mr Tshepo Shuenyane	tshepo@npi.co.za
Ms Lynn Jurriaanse	info@npi.co.za
Ms Desirée Fisher	fisherd@npi.co.za

2.6 E-mail address for general enquiries: info@npi.co.za

3 OFFICE BEARERS OF THE NPI

3.1 Directors

Mr K Lakhani	Chairman
Mr ZNA Cindi	Deputy Chairman
Dr Y Dladla	Executive Director
Mr L Kettledas	
Mr G Masha	

3.2 Management team

Dr Yvonne Dladla	Executive Director
Mr Bongani Coka	Finance and Administration
Ms Ignatia Sekonvela	Human Resources
Mr Iggy Sathekge	Promotions, Advocacy and Networking
Dr Dudley Jackson	Strategic Projects
Ms Moinone Buda-Ramatlo	Emerging Sectors
Mr Neville Goba	Knowledge and Skills
Mr Phillip Tekane	Consulting (Acting)
Dr Phiwase Dlamini	Durban Regional Office
Mr Geoff Collins	Cape Town Regional Office
Mr Ndumiso Matlala	Knowledge Management and Research

Please refer to the NPI website for more detailed information about the activities of the NPI, and in particular its strategic programmes.

4 STRUCTURE OF THE NPI

The NPI consists of a national office located in Pretoria, and two regional offices in Durban and Cape Town. A regional manager runs each regional office.

The NPI has formulated five strategic programmes to address its priorities, strategies and activities. A programme manager is in charge of each programme.

The NPI's strategic programmes are:

- Productive Behaviour and Competencies
- Research, Knowledge Management and Advocacy
- Positioning and Promoting Productivity
- Supporting National Strategic Initiatives
- Consulting Services.

The support functions of the NPI, which provide a service to each of the programmes, are:

- Finance, IT and Admin
- Human Resources.

Please refer to the NPI website for more detailed information about the structure of the NPI.

5 THE ACT

5.1 The Promotion of Access to Information Act, 2 of 2000 (hereinafter called "the Act") is intended to give effect to the constitutional right of access to information held by the State and information that is held by another person and that is required for the exercise or protection of any rights and to provide for matters connected therewith.

5.2 In terms of Section 10 of the Act the South African Human Rights Commission is required to publish a guide containing such information as may be required by any person (hereinafter called "the Requester") in order for the Requester to obtain information held by the State and/or another person, where such information is required for the exercise or protection of the rights of the Requester.

- 5.3 No such guide was available at the date of compilation of this manual. The guide is expected to be available from the Human Rights Commission not later than August 2003. Enquiries in this regard may be directed to the South African Human Rights Commission which may be contacted as follows:

Postal address: Private Bag 2700, Houghton, 2041

Telephone number: (011) 484-8300

Fax number: (011) 484-0582

Website address: www.sahrc.org.za.

- 5.4 Enquiries regarding information held by the NPI which is required for the exercise or protection of the rights of another party or parties may also be directed to the Department of Labour as the NPI is accountable to this government department. The details of the Department of Labour are:

Street address: Laboria House, 215 Schoeman Street, Pretoria

Postal address: Private Bag X117, Pretoria, 0001

Telephone number: (012) 309-4000

Fax number: (012) 320-2059

5.5 Updating of the manual

The NPI will, if necessary, update and publish amendments to this manual as appropriate, at intervals of not more than one year.

6 ACCESS TO RECORDS HELD BY THE NPI

6.1 Categories of records

No description of the subjects on which the NPI holds records or of the categories of records it holds on each subject is available for publication. The subjects on which the NPI holds records, and the categories of the records it holds on subjects will be determined upon receipt of a request for access.

6.2 Requesting procedure

In terms of the Act, a Requester shall be given access to the records of a public body provided that the Requester complies with all the procedural requirements of the Act relating to a request for access to such records, and provided that access to such records have not been refused on any of the grounds for refusal mentioned in the Act.

6.3 Nature of the request

A request for access to a record as contemplated in the Act shall substantially correspond with Form A of Annexure B of Regulation 187 of 15 February 2002, a copy of which is available on the NPI's website or from the NPI's Information Officer or from one of its deputy information officers.

If a Requester is unable to read or write, or has any other disability that prevents him or her from exercising his or her rights as set out above, a verbal request for access to a record may be made to the Information Officer or to one of the deputy information officers.

6.4 Fee for records

Subject to the provisions of the Act, the fee for the reproduction of records held by the NPI is prescribed in Item 2 of Part II of Annexure A of Regulation 187 of 15 February 2002. A copy of this form is available on the NPI's website, or from the Information Officer or from one of the deputy information officers.

7 SERVICES

The NPI's Consulting Division performs the key role in assessing the productivity of the industrial, commercial and public sectors and of community-based organisations. This NPI Division provides advice on how best productivity can be optimised. The NPI's team of consultants offer a wealth of experience and a wide range of skills they attained in the course of performing hundreds of productivity assignments in local and foreign markets every year. The Consulting Programme channels its services through four focus areas, namely an Assessment Centre, Learning Processes, Marketing Management and Operations Management. Further details regarding these services may be obtained from the NPI's website or from the Information Officer or from one of the deputy information officers.

8 NONCOMPLIANCE

Unlike other public bodies, the NPI does not have an internal appeals procedure. When a Requester believes that the NPI has neglected and/or failed to comply with its obligations in terms of the Act, the matter is to be dealt with informally between the parties. If no agreement can be reached, either party shall be free to approach a court with jurisdiction.

<p>LE GRANGE & VAN RENSBURG INC ATTORNEYS</p> <p>MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000</p> <table border="0"> <thead> <tr> <th>INDEX</th> <th>PAGE</th> </tr> </thead> <tbody> <tr><td>1. Introduction</td><td>1</td></tr> <tr><td>2. Contact details</td><td>2</td></tr> <tr><td>3. Guide in terms of Section 10 of the Act</td><td>2</td></tr> <tr><td>4. Notice(s) in terms of Section 52(2) of the Act</td><td>3</td></tr> <tr><td>5. Information / documents available in accordance with other Legislation</td><td>3</td></tr> <tr><td>6. Documents / information held by Le Grange & Van Rensburg Inc in terms of the Act</td><td>3</td></tr> <tr><td>7. Other information</td><td>4</td></tr> <tr><td>8. Availability of the Manual</td><td>4</td></tr> </tbody> </table> <p>1. INTRODUCTION</p> <p>The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Le Grange & Van Rensburg Inc as contemplated in terms of the Act.</p> <p>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.</p> <p>Any requestor is advised to contact Mr J Le Grange should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information / documents from Le Grange & Van Rensburg Inc.</p> <p>The following words will bear the following in this manual:-</p> <p>"the Act" shall mean the Promotion of Access to Information Act, Nr 2 of 2000, together with all relevant regulations Published;</p> <p>"the / this manual" shall mean this manual together with all annexures thereto as available at the offices of Le Grange & Van Rensburg Inc from time to time;</p> <p>"Le Grange & Van Rensburg Inc" shall mean Le Grange & Van Rensburg Inc structured as an incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;</p>	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 Le Grange & Van Rensburg Inc in terms of the Act	3	7. Other information	4	8. Availability of the Manual	4	<p>"SAHRC" shall mean the South African Human Rights Commission.</p> <p>"Information Officer" A partner of Le Grange & Van Rensburg Inc has been appointed as the Information Officer of Le Grange & Van Rensburg Inc, to whom requests for information in terms of the Act, should be addressed.</p> <p>2. CONTACT DETAILS (Section 51(1)(a) of the Act)</p> <p>Name of body: Le Grange & Van Rensburg Inc Attorneys</p> <p>Partner and appointed Information Officer: Mr J Le Grange</p> <p>Address: 336 Bronkhorst Street, Lobby 1, 1st Floor Bank Forum Building, Office W203, Brooklyn, Pretoria</p> <p>Postal address: P O Box 12298 TREMLODS 0126</p> <p>Telephone: (012) 460 1509 / 1483</p> <p>Fax: (012) 460 4478</p> <p>E-Mail: jlegrens@mweb.co.za</p> <p>3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)</p> <p>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.</p> <p>Contact details of the South African Human Rights Commission are as follows:</p> <p>PA/A Unit The Research and Documentation Department P/Bag X 2700 HOUGHTON 2041</p> <p>Telephone: +27 11 484 8300 Fax: +27 11 484 0582/1360 Website: www.sahrc.org.za</p>
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<p>4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)</p> <p>At this stage no notice(s) has/have been published.</p> <p>5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)</p> <p>Le Grange & Van Rensburg Inc Attorneys keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-</p> <ul style="list-style-type: none"> -Insolvency Act, Nr 24 of 1936 (Sections 134 and 155) -Income Tax Act, Nr 58 of 1962 9Section 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 (Sec. 97) -Labour Relations Act, Nr 66 of 1995 -Basic conditions of Employment Act, Nr 75 of 1997 (Section 31) -Unemployment Insurance Act, Nr 63 of 2001 -Administration of estates Act No. 66 of 1965 -Debtor Collectors Act No. 114 of 1998 -Intellectual Property Laws Amendments Act No 38 of 1997 <p>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.</p> <p>6. DOCUMENTS / INFORMATION HELD BY LE GRANGE & VAN RENSBURG INC IN TERMS OF THE ACT (Section 51(1)(e))</p> <p>Le Grange & Van Rensburg holds the information / documents listed herein below:</p> <ul style="list-style-type: none"> -Details relating to the operational, commercial and financial interests of Le Grange & van Rensburg -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) 	<p>-Standard Employment Contracts</p> <p>7. OTHER INFORMATION (Section 51(1)(f))</p> <p>The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.</p> <p>8. AVAILABILITY OF THE MANUAL (Section 51(3))</p> <p>This manual is available for inspection at the offices of Le Grange & Van Rensburg Attorneys, free of charge.</p> <p>Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Le Grange & Van Rensburg Inc.</p> <p>The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Le Grange & Van Rensburg Inc Attorneys and will be published in the Government Gazette.</p> <p>It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").</p>																		

GPNet Managed Healthcare Limited • Second Floor 267 West Street Centurion 0157 • PO Box 12127 Centurion 0046
Tel: (012) 643 9800 Fax: (012) 643 9801 • E-mail gpnet@gpnet.co.za • www.gpnet.co.za
Reg No 1996/008765/06



MANAGED HEALTHCARE LIMITED

GPNet Managed Healthcare Limited
Registration Number: 1996/008765/06

**Manual compiled in terms of Section 51(1) of the
Promotion of Access To Information Act, No. 2 of 2000.**



Directors: RD Dungan (Chairman), H Duvenhage (CEO), JJ Brink, ABT Nlemand, DA Schoombie, WA Thomas, M van der Mescht, MAAL van Drunick, LP Visser



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1. Introduction To GPNet Managed Healthcare Limited

GPNet Managed Healthcare Limited(hereinafter referred to as GPNet) was established in July 1996 and is a general practitioner company of more than 2000 Shareholders.

GPNet was established with the specific objective of implementing a managed healthcare delivery system by means of a disciplined, cohesive and committed national network of general practitioners.

GPNet is recognised as being ideally placed to offer high quality, affordable medical services to medical scheme administrators, managed healthcare companies, employer bodies and the government.

GPNet shareholders are used as gatekeepers when it comes to healthcare cost containment and the delivery of quality healthcare.

GPNet is therefore able to provide affordable, cost-effective healthcare that benefits the general practitioner, patient and funder.

The GPNet Mission Statement is simply the following.

"To Provide a national, integrated healthcare system that will deliver a customer-orientated, high quality service at competitive rates through the application of sound managed principles."

The Key success factors of GPNet include:

1. A scientific drug formulary aimed at maximising value for money.
2. A peer review system that works for both doctor and patient.
3. Disease management programmes.
4. Harnessing clinical guidelines to ensure desired outcomes.
5. Products that cater for market demand.
6. Sophisticated information technology.
7. Communication, feedback, education and training regarding managed healthcare.
8. Management and staff.

GPNet's head office is situated at 267 West Street, second Floor, Centurion and has permanent staff numbering: 94

GPNet is a quality assured company and is ISO 9001 certified.



GPNet is governed by a board of directors, 12 of which are non-executive, and who are elected regionally and there are also 4 executive directors.

The 4 executive directors are:

1. Dr H. Duvenhage(CEO)
2. Dr B Niemand(Medical Director)
3. Mr D Schoombie(Financial Director)
4. Mr A Thomas(Information Technology Director)

The 12 non-executive directors are:

- | | |
|-------------------------------|-------------------------------------|
| 1. Dr Izak Janse van Rensburg | Free State/Northern Province Region |
| 2. Dr Kobus Meintjies | Mpumalanga Region |
| 3. Dr Anton Prinsloo | Limpopo (Northern Province) |

Region

- | | |
|-------------------------------|-------------------------|
| 4. Dr Hennie Coetzee | Northern Gauteng Region |
| 5. Dr Adriaan Vermooten | Northwest Region |
| 6. Dr Dave Dungan | KwaZulu Natal Region |
| 7. Dr Louis Visser | Eastern Cape Region |
| 8. Dr Jannie Brink | Western Cape Region |
| 9. Dr Marcel van Drunick | Vaal Triangle Region |
| 10. Dr Wessel Neuhoff | Eastern Gauteng Region |
| 11. Dr Faruk Salojee | Southern Gauteng Region |
| 12. Dr Martina van der Mescht | Western Gauteng Region |

2. Manual

GPNet Managed Healthcare Limited hereby submits a manual in terms of Section 51 of the Promotion of Access To Information Act, No. 2 of 2000.

3. Section 51(1)(a)

- | | | |
|------|--------------------------|---|
| i) | Name of body: | GPNet Managed Healthcare Limited |
| ii) | Contact Person: | Mr S Ablett (Information Officer) |
| iii) | Address: | 267 West Street, Second Floor, Centurion
Second Floor
Centurion |
| iv) | Postal Address: | P.O. Box 12127
Centurion
0046 |
| v) | Telephone number: | (012) 643-9800 |
| vi) | Facsimile number: | (012) 643 9801 |
| vii) | E-mail: | shaynea@gpnet.co.za |



4. **Section 51 (1)(b)**

Section 10 of the Promotion of Access To Information Act, No. 2 of 2000 states that The Human Rights Commission must prepare a guide containing such information as may be reasonably required by a person who wishes to exercise any right contemplated by the Act.

Access to the guide can be obtained at:

The South African Human Rights Commission

Telephone number: (011) 484-8300

Facsimile number: (011) 484 1360

5. **Section 51(1)(c)**

At the time of this publication the minister has not yet published any categories of records of GPNet Managed Healthcare Limited.

6. **Section 51(1)(d)**

The records are kept in accordance with the following legislation (Kindly note however that this list is not exhaustive):.

- 1) Basic Conditions of Employment Act 75 of 1997;
- 2) Companies Act 61 of 1973;
- 3) Labour Relations Act 66 of 1995;
- 4) Employment Equity Act 55 of 1998;
- 5) Income Tax Act 58 of 1962;
- 6) Skills Development Levies Act 55 of 1998;
- 7) Value Added Tax 58 of 1962;
- 8) Unemployment Insurance Act 30 of 1996;
- 9) Trade Marks Act 194 of 1993;



7. **Section 51(1)(e)**

GPNet Managed Healthcare Limited has the following records as will appear more fully hereafter:

- 1) **Company Secretarial:**
 - Articles of Association
 - Registers
 - Minutes of Meetings
 - Statutory returns
- 2) **Movable and Immovable Property:**
 - Title Deeds
 - Lease agreements
 - Hire-purchase agreements
- 3) **Intellectual Property:**
 - Trade Marks
 - Patents
 - Copyrights
 - Licensing agreements
- 4) **Taxation:**
 - Income Tax Files
- 5) **Insurance:**
 - Policies
 - Insurance claim files
- 6) **Human Resources:**
 - Policies and procedures
 - Employee information
 - Personnel files
 - Conditions of employment
 - Internal evaluation records
- 7) **Finance:**
 - Financial statements
 - Reports and returns
 - Banking
 - Debtors/Creditors lists, statements and invoices.



- 8) Information Technology:
 - System documentation
 - Manuals
 - Software licences
- 9) Administration:
 - Internet (www.gpnet.co.za)
 - General correspondence

Requesting Records of GPNet Managed Healthcare Limited

- 1) Section 53 of the Promotion of Access To Information Act No. 2 of 2000 clearly states that a request for access to a record must be made in the prescribed form at the address, facsimile or e-mail address of GPNet Managed Healthcare Limited as per clause 4.
- 2) The requester must supply sufficient particulars to enable the Information Officer to identify the record required as well as the identity of the requester (see Annexure "A" annexed hereto).
- 3) The requester must pay the prescribed request fee, before any processing of the request is done).
- 4) The requester must clearly state the right that he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 5) Any request made on behalf of a person must be accompanied with proof of the capacity in which that person is making the request, to the reasonable satisfaction of the Information Officer.
- 6) The Information Officer will ensure that the request received is processed within 30(thirty) days of having received the request, sooner if at all reasonably possible.
- 7) In the event that the requester requires a more expedient processing of the request then a special request must be made in this regard.
- 8) The requester shall then be informed in writing and if so required in any other form as advised, whether the request for access has been granted or not, and the reasons therefore.

8. Reasons That Access May Be Refused

- a) Any refusal in terms of the Promotion Of Access To Information Act, No. 2 of 2000;
- b) The protection of a third person's rights to privacy, when the release of such information would be unreasonable and/or unlawful disclosure of personal information relating to that person.



- c) Mandatory protection of any commercial information of a third party, including but not limited to any trade secret, commercial and/or intellectual property.
- d) Any confidential information which is protected by an agreement between the parties;
- e) Mandatory protection of a person's property and/or safety.
- f) Any documentation and information that would be considered privileged.
- g) Any trade secrets, financial, commercial or technical information relating to business activities of GPNet Managed Healthcare Limited.
- h) Any other reason as allowed in law.

9. Section 51(1)(f)

- a) The requester may appeal the decision of GPNet Managed Healthcare Limited.
- b) A requester may apply to a court within his/her jurisdiction for relief, within 30(thirty) days after being notified that the request for access to any information/record has been denied, and the requester is dissatisfied with that decision.
- c) A third party may apply to a court within his/her jurisdiction for relief, if such third party is dissatisfied with the decision to disclose information/records for whatever reason.
- d) Court's referred to here in are the constitutional court, the High Court of South Africa and any other court of similar status.

10. Section 51(3)

The Manual has been made available to the Human Rights Commission and is published on the GPNet Managed Healthcare Limited website at www.gpnet.co.za

11. Fees To Be Paid

- 1) The fee for reproduction referred to in section 52 (3) of the Act, is as follows:
 - a) For every photocopy of an A4-size page or part thereof R 1,10
 - b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form 0,75



- | | | |
|----|---|---|
| c) | For a copy in a computer-readable form on- | |
| | (i) stiffy disc | 7,50 |
| | (ii) compact disc | 70,00 |
| d) | (i) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| | (ii) For a copy of visual images | 60,00 |
| e) | (i) for a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| | (ii) For a copy of an audio record | 30,00 |
| 2) | The request fee payable by a requester, other than a personal requester, referred to in section 54 (1) of the Act is R 50,00. | |
| 3) | The access fees payable by a requester referred to in section 54 (7) of the Act, unless exempted under section 54 (8) of the Act, are as follows: | |
| | | R |
| a) | For every photocopy of an A4-size page or part thereof | 1,10 |
| b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,75 |
| c) | For a copy in a computer-readable form on- | |
| | (i) stiffy disc | 7,50 |
| | (ii) compact disc | 70,00 |
| d) | (i) For a transcription of visual images, for an A4-size page or part thereof | |
| | (ii) For a copy of visual images | 60,00 |
| e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| | (ii) For a copy of an audio record | 30,00 |
| f) | To search for the record for disclosure, R 30,00 for each hour or part of an hour reasonably required for such search | |
| 4) | The actual postal fee is payable when a copy of a record must be posted to a requester. | |
| 5) | 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. |



MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 ("the Act")

1. CONTACT DETAILS OF SANLAM PROPERTY ASSET MANAGEMENT (PTY) LIMITED ("SP")

- 1.1 Sanlam Property Asset Management (Pty) Limited (registration number: 2000/011965/07)
- 1.2 Who we are:

SP is a property asset management company.
- 1.3 Physical Address:

Meersig

Constantia Boulevard

Constantia Kloof

1709
- 1.4 Postal address:

P.O. Box 5463

Weltevredenpark

1715
- 1.5 Telephone: 011 375 2900
- 1.6 Telefacsimile: 011 375 2933
- 1.7 Website: Under development
- 1.8 E-Mail information officer: ralph.wellhoner@simprop.co.za
- 1.9 The Executive Committee and MD have delegated by resolution of EXCO this power and authority to the Compliance Officer whom for the purposes of this brochure will be called the Information Officer of SP.

1.10 Inspection of the manual:

This manual may be inspected at our offices. Copies of the manual may be obtained from the Human Rights Commission and in the near future from our website.

2. **SECTION 10 GUIDE**

2.1 In terms of section 10 of the Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:

2.1.1 How to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;

2.1.2 How to lodge a court application against a decision of a head of a private body;

2.1.3 What fees are payable for accessing documentation, and any information that has been voluntarily disclosed by the private body.

2.2 If you require a guide, the contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefacsimile: +27 11 484-0582
Website: www.sahrc.org.za
E-Mail: PAIA@sahrc.org.za

3. **RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION (SECTION 51(d) records)**

3.1 Where applicable and insofar as you comply with the requirements set out in the relevant act, you may also request information which is available in terms of other legislation such as the following:

3.1.1 Stock Exchanges Control Act, 1985

3.1.2 The Basic Conditions of Employment Act 75 of 1997;

3.1.3 The Companies Act 61 of 1973;

- 3.1.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 3.1.5 Employment Equity Act 55 of 1998;
- 3.1.6 Financial Markets Control Act 55 of 1989;
- 3.1.7 Labour Relations Act 66 of 1995;
- 3.1.8 Occupational Health and Safety Act 85 of 1993;
- 3.1.9 Promotion of Equality and Prevention of unfair Discrimination Act 4 of 2000;
- 3.1.10 Regional Services Councils Act 109 of 1985;
- 3.1.11 Skills Development Act 97 of 1998;
- 3.1.12 Skills Development Levies Act 9 of 1999.

**4. SUBJECTS AND CATEGORIES OF INFORMATION HELD BY SP
(SECTION 51(1)(e) records)**

The records of information held by the company may be divided into four main broad subjects set out hereunder. The following are considered to include but not limited to records which, pertain to SP's affairs:

- 4.1 Human Resources which shall include all personnel records;
- 4.2 Customer related records which shall include all mandates and transaction records;
- 4.3 Company records which shall include all statutory records and information relating to investments;
- 4.4 Records pertaining to other parties, which shall include outsourcing and service agreements and consultancy arrangements.

5. REQUEST FOR ACCESS TO RECORDS HELD BY SP

- 5.1 Your request for information must be made to SP in the prescribed form, a copy of which is Annexure "A" to this manual. The form must be sent to the Information Officer, at one of the contact details given in paragraph 1 above.
- 5.2 You will be able to get the form together with a list of applicable fees from SP's office. These fees must be paid

before access to a record will be allowed. You will be informed of the amount of your fees once you have submitted your request. The Minister may exempt certain persons from having to pay the fees referred to in the Act. To date, no such exemptions have been published.

5.3 Please note that if you do not provide all of the information we require in the Form, it will delay the process until such time as the you have given the necessary information.

5.4 You must give sufficient information in the prescribed Form to:

5.4.1 Identify the record requested and give your names and contact details;

5.4.2 Indicate the manner which must be used to inform you of the outcome of the request for information, and the form in which the requested information must be given;

5.4.3 You must identify the right that is being exercised or protected, and explain why the record requested will assist in this regard;

5.4.4 Where you are making the request on behalf of another person, you must give proof of the capacity in which you make the request, to the satisfaction of the Information Officer of SP.

5.5 If the record you requested exists and is granted, provided it does not affect a third party your request will be processed within 30 days from the date of the request.

5.6 This period may be extended once for a further 30 days if:

5.6.1 the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of SP;

5.6.2 the request requires a search for records in, or collection thereof from, an office of SP not situated in the same town or city as the office of the information officer that cannot reasonably be completed within the original period;

5.6.3 consultation among divisions of SP or with another private body is necessary or desirable to decide upon

the request that cannot reasonably be completed within the original period;

5.6.4 more than one of the circumstances contemplated in paragraphs 5.6.1, 5.6.2 and 5.6.3 exist in respect of the request making compliance with the original period not reasonably possible; or

5.6.5 if you consent in writing to such extension.

6. There are various grounds upon which your request for access to a record may be refused. They are:

6.1 The protecting personal information of a third person (who is a natural person) from unreasonable disclosure;

6.2 The protecting commercial information of a third party. (For example trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);

6.3 Refusing access to a record if disclosure would result in the breach of a duty of confidence owed to a third party.

6.4 Refusing access to a record if it would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person.

6.5 Refusing access to a record that was produced during legal proceedings, unless that legal privilege has been waived.

6.6 Refusing access to a record containing trade secrets, financial or sensitive information or any information that would put the private body at a disadvantage in negotiations or prejudice it in commercial competition.

6.7 Refusing access to a record containing information about research being carried out or about to be carried out on behalf of a third party or the private body itself.

7. If your request does affect a third party then we will first need to inform the third party within 21 days of us receiving your request. By this we mean that if the record you request affects any third party in any way, that third party will have to be informed that you are requesting access to the above record.

8. The third party then has 21 days to make representations/submissions regarding the granting of access to the record.

9. **Other information**

Please note that the information provided in this manual may be updated from time to time. Should you have any queries or questions arising from this manual please contact the Information Officer on the contact details provided in paragraph 1 above.

Issued by the Information Officer of SP

Date

R Wellhöner

MEAGHER MOYNIHAN

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from MEAGHER MOYNIHAN as contemplated in terms of the Act.

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

Any requester is advised to contact Mr Massyn should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from MEAGHER MOYNIHAN.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of MEAGHER MOYNIHAN from time to time;
"MEAGHER MOYNIHAN"	shall mean MEAGHER MOYNIHAN Registered Accountants and Auditors, structured as a partnership which renders auditing services, accounting services, tax consultations and business consulting.
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The senior partner of MEAGHER MOYNIHAN has been appointed as the Information Officer of MEAGHER MOYNIHAN 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:	MEAGHER MOYNIHAN
Partner and appointed information Officer:	Mr HL Massyn
Address:	Hillcrest Forum, 731 Duncan Street, Hillcrest, 0083
Postal address:	PO Box 35346, Menlo Park, 0102
Telephone:	(012) 3621795
Fax:	(012) 3622367
E-mail:	mvhaudit@mwweb.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:	(011) 4848300
Fax:	(011) 4840582/1360
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)

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

- Promotion of Access to Information act No 2 of 2000
- Insolvency Act, No 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, No 24 of 1956
- Income Tax Act, No 58 of 1962 (Section 75)
- Companies Act, No 61 of 1973
- Copyright Act, No 98 of 1978
- Attorneys Act No 53 of 1979
- The Public Accountants' and Auditors' Act Section 9 of 1991
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Medical Schemes Act, No 131 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001

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

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

MEAGHER MOYNIHAN holds the information/documents listed herein below:

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

MEAGHER MOYNIHAN has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by MEAGHER MOYNIHAN 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 MEAGHER MOYNIHAN, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of MEAGHER MOYNIHAN.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

MASSYN VAN HUYSSTEEN

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT,
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1 INTRODUCTION

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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.

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Name of body:	MASSYN VAN HUYSSTEEN
Partner and appointed information Officer:	Mr HL Massyn
Address:	Hillcrest Forum, 731 Duncan Street, Hillcrest, 0083
Postal address:	PO Box 35346, Menlo Park, 0102
Telephone:	(012) 3621795
Fax:	(012) 3622367
E-mail:	mvhaudit@mweb.co.za

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

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- Copyright Act, No 98 of 1978
- Attorneys Act No 53 of 1979
- The Public Accountants' and Auditors' Act Section 9 of 1991
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Medical Schemes Act, No 131 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001

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

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MASSYN VAN HUYSSTEEN holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of MASSYN VAN HUYSSTEEN.
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- Client data base
- Standard Employment Contracts
- MASSYN VAN HUYSSTEEN Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

MASSYN VAN HUYSSTEEN has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by MASSYN VAN HUYSSTEEN 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)

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

VAN WYK AND COETZER FINANCIAL SERVICES CC

Reg No 1999/18364/23

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

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1. INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from VAN WYK AND COETZER FINANCIAL SERVICES CC as contemplated in terms of the Act.

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

Any requester is advised to contact Mrs Van Wyk should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from VAN WYK AND COETZER FINANCIAL SERVICES CC.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of VAN WYK AND COETZER FINANCIAL SERVICES CC from time to time;
"VAN WYK AND COETZER FINANCIAL SERVICES CC"	shall mean VAN WYK AND COETZER FINANCIAL SERVICES CC rendering micro lending and financial services;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	A member of VAN WYK AND COETZER FINANCIAL SERVICES CC has been appointed as the Information Officer of VAN WYK AND COETZER FINANCIAL SERVICES CC 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:	VAN WYK AND COETZER FINANCIAL SERVICES CC
Appointed information Officer:	Mrs EM van Wyk
Address:	Waterhouse Building, 531 Fehreson Street, Brooklyn
Postal address:	PO Box 95311, Waterkloof, 0145
Telephone:	(012) 3463654
Fax:	(012) 3465568
E-mail:	moneyafrica@netactive.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:	(011) 4848300
Fax:	(011) 4840582/1360
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)

VAN WYK AND COETZER FINANCIAL SERVICES CC keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Promotion of Access to Information Act No 2 of 2000
- Insolvency act, No 24 of 1936 (Sections 134 and 155)
- Income Tax Act, No 58 of 1962 (Section 75)
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development act, No 97 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001
- Debt Collector Act No 114 of 1998
- Public Finance Management Act No 1 of 1999

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

6 DOCUMENTS/INFORMATION HELD BY VAN WYK AND COETZER FINANCIAL SERVICES CC IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

VAN WYK AND COETZER FINANCIAL SERVICES CC holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of VAN WYK AND COETZER FINANCIAL SERVICES CC.
- Commercial contracts
- Client data base
- Standard Employment Contracts
- VAN WYK AND COETZER FINANCIAL SERVICES CC Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

VAN WYK AND COETZER FINANCIAL SERVICES CC has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by VAN WYK AND COETZER FINANCIAL SERVICES CC 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 VAN WYK AND COETZER FINANCIAL SERVICES CC, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of VAN WYK AND COETZER FINANCIAL SERVICES CC.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

VDB ELECTRICAL CONSULTANTS (PTY) LTD

Reg No 2000/029680/07

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from VDB ELECTRICAL CONSULTANTS (PTY) LTD as contemplated in terms of the Act.

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

Any requester is advised to contact Mr Van den Bergh should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from VDB ELECTRICAL CONSULTANTS (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of VDB ELECTRICAL CONSULTANTS (PTY) LTD from time to time;
"VDB ELECTRICAL CONSULTANTS (PTY) LTD"	shall mean VDB ELECTRICAL CONSULTANTS (PTY) LTD renders services as consulting engineers;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The managing director of VDB ELECTRICAL CONSULTANTS (PTY) LTD has been appointed as the Information Officer of VDB ELECTRICAL CONSULTANTS (PTY) LTD 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:	VDB ELECTRICAL CONSULTANTS (PTY) LTD
Appointed information Officer:	Mr HJ van den Bergh
Address:	232 Stamvrug Avenue, Kameeldrift, Pretoria
Postal address:	PO Box 15019, Lynn East, 0039
Telephone:	(012) 8083495
Fax:	(012) 8083484
E-mail:	hvd@web.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:	(011) 4848300
Fax:	(011) 4840582/1360
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)

VDB ELECTRICAL CONSULTANTS (PTY) LTD keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Promotion of Access to Information Act No 2 of 2000
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001
- SABC Code for the wiring of premises

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 VDB ELECTRICAL CONSULTANTS (PTY) LTD IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

VDB ELECTRICAL CONSULTANTS (PTY) LTD holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of VDB ELECTRICAL CONSULTANTS (PTY) LTD.
- Commercial contracts
- Client data base
- Standard Employment Contracts
- VDB ELECTRICAL CONSULTANTS (PTY) LTD Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

VDB ELECTRICAL CONSULTANTS (PTY) LTD has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by VDB ELECTRICAL CONSULTANTS (PTY) LTD 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 VDB ELECTRICAL CONSULTANTS (PTY) LTD, free of charge.
 - 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of VDB ELECTRICAL CONSULTANTS (PTY) LTD.
 - 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
 - 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").
-

S.A.M. ENGINEERING (PTY) LTD

Reg No 1996/014160/07

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from S.A.M. ENGINEERING (PTY) LTD as contemplated in terms of the Act.

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

Any requester is advised to contact Mr MH Ashby should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from S.A.M. ENGINEERING (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of S.A.M. ENGINEERING (PTY) LTD from time to time;
"S.A.M. ENGINEERING (PTY) LTD"	shall mean S.A.M. ENGINEERING (PTY) LTD does business as an engineering works and manufacture pumps;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	A director of S.A.M. ENGINEERING (PTY) LTD has been appointed as the Information Officer of S.A.M. ENGINEERING (PTY) LTD 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:	S.A.M. ENGINEERING (PTY) LTD
Appointed information Officer:	Mr MH Ashby
Address:	24 Duncan Road, Lilianton, Boksburg,
Postal address:	PO Box 17788, Sunward Park, Boksburg, 1470
Telephone:	(011) 8234250
Fax:	(011) 8234943
E-mail:	pumps@S.A.M.eng.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:	(011) 4848300
Fax:	(011) 4840582/1360
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)

S.A.M. ENGINEERING (PTY) LTD keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Promotion of Access to Information Act No 2 of 2000
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001
- Medical Schemes Act, No 131 of 1998

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 S.A.M. ENGINEERING (PTY) LTD IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

S.A.M. ENGINEERING (PTY) LTD holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of S.A.M. ENGINEERING (PTY) LTD.
- Commercial contracts
- Customer data base
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- S.A.M. ENGINEERING (PTY) LTD Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- List of trademarks and patent applications
- Insurance policies

S.A.M. ENGINEERING (PTY) LTD has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by S.A.M. ENGINEERING (PTY) LTD 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.

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

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

CLAASSEN AURET CAPE (PTY) LTD

Reg No 1998/020775/07

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from CLAASSEN AURET CAPE (PTY) LTD as contemplated in terms of the Act.

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

Any requester is advised to contact Mr AA de Oliveira should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from CLAASSEN AURET CAPE (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of CLAASSEN AURET CAPE (PTY) LTD from time to time;
"CLAASSEN AURET CAPE (PTY) LTD"	shall mean CLAASSEN AURET CAPE (PTY) LTD rendering services as consulting electrical engineers;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The managing director of CLAASSEN AURET CAPE (PTY) LTD has been appointed as the Information Officer of CLAASSEN AURET CAPE (PTY) LTD 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:	CLAASSEN AURET CAPE (PTY) LTD
Appointed information Officer:	Mr AA de Oliveira
Address:	122 Park Road, Richmond, Johannesburg
Postal address:	PO Box 514, Auckland Park, 2006
Telephone:	(011) 4822920/8
Fax:	(011) 4823330
E-mail:	drawings@cai.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:	(011) 4848300
Fax:	(011) 4840582/1360
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)

CLAASSEN AURET CAPE (PTY) LTD keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Promotion of Access to Information Act No 2 of 2002
- Pension Funds act, No 24 of 1956
- CAPE (PTY) LTDome Tax Act, No 58 of 1962 (Section 75)
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development act, No 97 of 1998
- Medical Schemes Act, No 131 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001
- SABC Code for the wiring of premises

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 CLAASSEN AURET CAPE (PTY) LTD IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

CLAASSEN AURET CAPE (PTY) LTD holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of CLAASSEN AURET CAPE (PTY) LTD.
- Commercial contracts
- Client data base
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- CLAASSEN AURET CAPE (PTY) LTD Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

CLAASSEN AURET CAPE (PTY) LTD has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by CLAASSEN AURET CAPE (PTY) LTD 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 CLAASSEN AURET CAPE (PTY) LTD, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of CLAASSEN AURET CAPE (PTY) LTD.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not CAPE (PTY) LTDlude the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

CLAASSEN AURET INC

Reg No 1977/002731/21

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

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6 Documents / information held by Claassen Auret Inc in terms of the Act	2
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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from CLAASSEN AURET INC as contemplated in terms of the Act.

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

Any requester is advised to contact Mr J Auret should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from CLAASSEN AURET INC.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of CLAASSEN AURET INC from time to time;
"CLAASSEN AURET INC"	shall mean CLAASSEN AURET INC rendering services as consulting electrical engineers;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The managing director of CLAASSEN AURET INC has been appointed as the Information Officer of CLAASSEN AURET INC to which requests for information in terms of the Act, should be addressed.

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

Name of body:	CLAASSEN AURET INC
Appointed information Officer:	Mr J Auret
Address:	122 Park Road, Richmond, Johannesburg
Postal address:	PO Box 514, Auckland Park, 2006
Telephone:	(011) 4822920/8
Fax:	(011) 4823330
E-mail:	drawings@cai.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:	(011) 4848300
Fax:	(011) 4840582/1360
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)

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

- Promotion of Access to Information Act No 2 of 2002
- Pension Funds act, No 24 of 1956
- Income Tax Act, No 58 of 1962 (Section 75)
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development act, No 97 of 1998
- Medical Schemes Act, No 131 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001
- SABC Code for the wiring of premises

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 CLAASSEN AURET INC IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

CLAASSEN AURET INC holds the information/documents listed herein below:

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

CLAASSEN AURET INC has no website .

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

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

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

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

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

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

DRS VERSACE AND PARTNERS INC

Reg No 1965/001165/21

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from DRS VERSACE AND PARTNERS INC as contemplated in terms of the Act.

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

Any requester is advised to contact Dr Mohr should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from DRS VERSACE AND PARTNERS INC.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of DRS VERSACE AND PARTNERS INC from time to time;
"DRS VERSACE AND PARTNERS INC"	shall mean DRS VERSACE AND PARTNERS INC structured as a group of practising anaesthetists;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	DR W MOHR has been appointed as the Information Officer of DRS VERSACE AND PARTNERS INC to which requests for information in terms of the Act, should be addressed.

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

Name of body:	DRS VERSACE AND PARTNERS INC
Appointed information Officer:	Dr W Mohr
Address:	Room 313, Pretoria Heart Hospital, Sunnyside
Postal address:	PO Box 27521, Sunnyside, 0132
Telephone:	(012) 3410711
Fax:	(012) 3411940
E-mail:	versace@mweb.co.za

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

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

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

PAIA Unit	
The Research and Documentation Department	
Private Bag 2700, Houghton, 2041	
Telephone:	(011) 4848300
Fax:	(011) 4840582/1360
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)

DRS VERSACE AND PARTNERS INC keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Promotion of Access to Information Act No 2 of 200
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Medical Schemes Act, No 131 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001

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

6 DOCUMENTS/INFORMATION HELD BY DRS VERSACE AND PARTNERS INC IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

DRS VERSACE AND PARTNERS INC holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of DRS VERSACE AND PARTNERS INC.
- Commercial contracts
- Patient data base
- Standard Employment Contracts
- DRS VERSACE AND PARTNERS INC Personnel Report
- Human Resources (personal information of past, present and prospective employees and PARTNERS INC/directors)
- Insurance policies

DRS VERSACE AND PARTNERS INC has no website .

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

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

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

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

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

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

DR PAH GROBLER

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from DR GROBLER as contemplated in terms of the Act.

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

Any requester is advised to contact DR Grobler should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from DR GROBLER.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of DR GROBLER from time to time;
"DR PAH GROBLER"	DR PAH GROBLER practises as a medical practitioner;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	DR PAH GROBLER has been appointed as the Information Officer of DR GROBLER 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:	DR PAH GROBLER
Appointed information Officer:	Dr PAH Grobler
Address:	57 Berg Street, Rustenburg
Postal address:	PO Box 717, Rustenburg, 0300
Telephone:	(014) 5920418
Fax:	(014) 5972184
E-mail:	nobilta@mweb.co.za

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

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

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

PAIA Unit	
The Research and Documentation Department	
Private Bag 2700, Houghton, 2041	
Telephone:	(011) 4848300
Fax:	(011) 4840582/1360
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)

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

- Promotion of Access to Information Act No 2 of 2000
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Medical Schemes Act, No 131 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001

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

6 DOCUMENTS/INFORMATION HELD BY DR PAH GROBLER IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

DR PAH GROBLER holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of DR PAH GROBLER.
- Commercial contracts
- Patient data base
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- DR PAH GROBLER Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

DR PAH GROBLER has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by DR PAH GROBLER 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 DR PAH GROBLER, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of DR PAH GROBLER.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

WYNDEV PROPERTIES (PTY) LTD

Reg No 2001/000129/07

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from WYNDEV PROPERTIES (PTY) LTD as contemplated in terms of the Act.

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

Any requester is advised to contact Mr Clarence should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from WYNDEV PROPERTIES (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of WYNDEV PROPERTIES (PTY) LTD from time to time;
"WYNDEV PROPERTIES (PTY) LTD"	WYNDEV PROPERTIES (PTY) LTD is a private body rendering services as a property managing agent;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The managing director of WYNDEV PROPERTIES (PTY) LTD has been appointed as the Information Officer of WYNDEV PROPERTIES (PTY) LTD 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:	WYNDEV PROPERTIES (PTY) LTD
Appointed information Officer:	Mr NL Clarence
Address:	First Floor, Waterfall Crescent South, Waterfall Park
Postal address:	PO Box 5656, Halfway House, 1685
Telephone:	(011) 3155322
Fax:	(011) 3157261
E-mail:	wyndev@mega.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:	(011) 4848300
Fax:	(011) 4840582/1360
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)

WYNDEV PROPERTIES (PTY) LTD keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Promotion of Access to Information Act No 2 of 2000
- Companies Act, No 61 of 1973
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001

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

6 DOCUMENTS/INFORMATION HELD BY WYNDEV PROPERTIES (PTY) LTD IN TERMS OF THE ACT (Section 51(1)(e) of the Act)
WYNDEV PROPERTIES (PTY) LTD holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of WYNDEV PROPERTIES (PTY) LTD.
- Commercial contracts
- Client data base
- Standard Employment Contracts
- WYNDEV PROPERTIES (PTY) LTD Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

WYNDEV PROPERTIES (PTY) LTD has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by WYNDEV PROPERTIES (PTY) LTD 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 WYNDEV PROPERTIES (PTY) LTD, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of WYNDEV PROPERTIES (PTY) LTD.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

BROOKLYN FINANCIAL SERVICES CC

Reg No 1998/064432/23

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information / documents from BROOKLYN FINANCIAL SERVICES CC as contemplated in terms of the Act.

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

Any requester is advised to contact Mrs Van Wyk should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from BROOKLYN FINANCIAL SERVICES CC.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of BROOKLYN FINANCIAL SERVICES CC from time to time;
"BROOKLYN FINANCIAL SERVICES CC"	shall mean BROOKLYN FINANCIAL SERVICES CC rendering micro lending and financial services;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	A member of BROOKLYN FINANCIAL SERVICES CC has been appointed as the Information Officer of BROOKLYN FINANCIAL SERVICES CC 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:	BROOKLYN FINANCIAL SERVICES CC
Appointed information Officer:	Mrs EM van Wyk
Address:	Warterhouse Building, 531 Fehreson Street, Brooklyn
Postal address:	PO Box 95311, Waterkloof, 0145
Telephone:	(012) 3463654
Fax:	(012) 3465568
E-mail:	moneyafrica@netactive.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:	(011) 4848300
Fax:	(011) 4840582/1360
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)
BROOKLYN FINANCIAL SERVICES CC keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Promotion of Access to Information Act No 2 of 2000
- Insolvency Act, No 24 of 1936 (Sections 134 and 155)
- Income Tax Act, No 58 of 1962 (Section 75)
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development act, No 97 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001
- Debt Collector Act No 114 of 1998
- Public Finance Management Act No 1 of 1999

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

6 DOCUMENTS/INFORMATION HELD BY BROOKLYN FINANCIAL SERVICES CC IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

BROOKLYN FINANCIAL SERVICES CC holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of BROOKLYN FINANCIAL SERVICES CC.
- Commercial contracts
- Client data base
- Standard Employment Contracts
- BROOKLYN FINANCIAL SERVICES CC Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

BROOKLYN FINANCIAL SERVICES CC has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by BROOKLYN FINANCIAL SERVICES CC 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 BROOKLYN FINANCIAL SERVICES CC, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of BROOKLYN FINANCIAL SERVICES CC.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

MKUZE FALLS GAME RESERVE (PTY) LTD

Reg No 1997/006/096/07

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from MKUZE FALLS GAME RESERVE (PTY) LTD as contemplated in terms of the Act.

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

Any requester is advised to contact Mr Anton Marais should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from MKUZE FALLS GAME RESERVE (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of MKUZE FALLS GAME RESERVE (PTY) LTD from time to time;
"MKUZE FALLS GAME RESERVE (PTY) LTD"	shall mean MKUZE FALLS GAME RESERVE (PTY) LTD carrying on business as a game reserve;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The managing director of MKUZE FALLS GAME RESERVE (PTY) LTD has been appointed as the Information Officer of MKUZE FALLS GAME RESERVE (PTY) LTD 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:	MKUZE FALLS GAME RESERVE (PTY) LTD
Appointed information Officer:	Mr Anton Marais
Address:	Rietboklaagte, Vryheid District, Pongola, 3170
Postal address:	PO Box 248, Pongola, 3170
Telephone:	(03441) 41018
Fax:	(03441) 41021
E-mail:	mkuzesaf@cis.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:	(011) 4848300
Fax:	(011) 4840582/1360
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)

MKUZE FALLS GAME RESERVE (PTY) LTD keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Promotion of Access to Information Act No 2 of 2000
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- Skills Development Levies Act, No 9 of 1999
- Unemployment Insurance Act, No 63 of 2001
- National Environmental Management Act No 107 of 1998

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 MKUZE FALLS GAME RESERVE (PTY) LTD IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

MKUZE FALLS GAME RESERVE (PTY) LTD holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of MKUZE FALLS GAME RESERVE (PTY) LTD.
- Commercial contracts
- Client data base
- Standard Employment Contracts
- MKUZE FALLS GAME RESERVE (PTY) LTD Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

MKUZE FALLS GAME RESERVE (PTY) LTD has no website .

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by MKUZE FALLS GAME RESERVE (PTY) LTD 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 MKUZE FALLS GAME RESERVE (PTY) LTD, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of MKUZE FALLS GAME RESERVE (PTY) LTD.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

MEAGHER MOYNIHAN CONSULTING (PTY) LTD

Reg No 1999/002824/07

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

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1 INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information /documents from MEAGHER MOYNIHAN CONSULTING (PTY) LTD as contemplated in terms of the Act.

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

Any requester is advised to contact Mr Wewege should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from MEAGHER MOYNIHAN CONSULTING (PTY) LTD.

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

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"The/this manual"	shall mean this manual together with all annexures thereto as available at the offices of MEAGHER MOYNIHAN CONSULTING (PTY) LTD from time to time;
"MEAGHER MOYNIHAN CONSULTING (PTY) LTD"	shall mean MEAGHER MOYNIHAN CONSULTING (PTY) LTD rendering general business consulting services.
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The managing director of MEAGHER MOYNIHAN CONSULTING (PTY) LTD has been appointed as the Information Officer of MEAGHER MOYNIHAN CONSULTING (PTY) LTD 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:	MEAGHER MOYNIHAN CONSULTING (PTY) LTD
Director and appointed information Officer:	Mr AJ Wewege
Address:	Hillcrest Forum, 731 Duncan Street, Hillcrest, 0083
Postal address:	PO Box 35346, Menlo Park, 0102
Telephone:	(012) 3621795
Fax:	(012) 3622367
E-mail:	meaghermoynihan@mweb.co.za

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- Income Tax Act, No 58 of 1962 (Section 75)
- Companies Act, No 61 of 1973
- The Public Accountants' and Auditors' Act Section 9 of 1991
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (Section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
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