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MANUALS

IN ACCORDANCE WITH

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



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

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
African Carpet Hire (Pty) Ltd
97/08407/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

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South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Anton Hay Makelaars BK
CK 96/05921/23

Introduction

This manual is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

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South African Human Rights Commission guide on how to use the Act

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

to the South African Human Rights Commission

Private Bag 2700

Durban

41

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

All records required to be available in terms of the Close Corporation Act of South Africa.

All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

Records required in terms of Close Corporation law.

Records required in terms of applicable to the business of the Close Corporation.

The services offered by Close Corporation

Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****FINANCIAL AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)

Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

The requester must identify the right that is sought to be exercised or to be protected, and provided an explanation of why the requested record is required for the exercise or protection of the right.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

FORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

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Newsletters.

Booklets.

Pamphlets / Brochures.

Reports.

Posters.

Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Avlow (Pty) Ltd
83/03825/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

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Private Bag 2700

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- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

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Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Avlow Pump Repairs (Pty) Ltd
87/05911/07

Introduction

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For
Ballam Waterslot (Pty) Ltd
82/11198/07

Introduction

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Contact details: head of company for the purposes of the Act

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For
Bayshore No 5 Cosmos (Pty) Ltd
2002/024577/07

Introduction

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Contact details: head of company for the purposes of the Act

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Pretoria

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Fax number : 012 460 3146

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The South African Human Rights Commission

Private Bag 2700

Houghton

2041

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Fax: 011 484 0582

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Business Exchange (Pty) Ltd
72/04130/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

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0075

Telephone number : 012 660 2248

Fax number : 012 660 2623

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Class A Trading 402 (Pty) Ltd
2002/005031/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

Kevin Coetzee

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 011 869 2666

Fax number : 011 869 3841

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

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- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Corset Centre CC
CK 89/23546/23

Introduction

reewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

recon E Paiker

Registered Street Address

4 Lange Street

W Mucleneuk

Storia

Registered Mail address

3 Box 2099

DOCKLYN SQUARE

75

Telephone number : 012 460 6468

Fax number : 012 460 6468

E-Mail Address : dordor@icon.co.za

South African Human Rights Commission guide on how to use the Act

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

to the South African Human Rights Commission

Private Bag 2700

Stoughton

41

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

Description of records available in terms of other legislation

The following records are available in terms of legislation, other than the Act:

All records required to be available in terms of the Close Corporation Act of South Africa.

All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

Records required in terms of Close Corporation law.

Records required in terms of applicable to the business of the Close Corporation.

The services offered by Close Corporation

Employees.

RECORDS HELD

STATUTORY CLOSE CORPORATION INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

AGREEMENTS AND CONTRACTS

SURVIVANCE

FINANCIAL RECORDS AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

INTELLECTUAL PROPERTY

TAXATION

INFORMATION TECHNOLOGY

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Booklets

Pamphlets / Brochures.

Reports.

Posters.

Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Davehold (Pty) Ltd
94/09652/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

D R Tosen

Registered Street Address

224 Lange Street

New Muclidean

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 012 327 1845

Fax Number : 012 327 5635

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- All records required to be available in terms of the company laws of South Africa.
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- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

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- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Delphine du Toit CC
CK 98/16771/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details; head of private body for the purposes of the Act

E D du Toit

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 011 407 1811**Fax Number** : 011 403 7837**E – Mail Address** : delphine.dutoit@worldonline.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Divots Clothing (Pty) Ltd
98/19667/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

I K Smit

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 809 0430

Fax Number : 012 809 0429

E – Mail Address : divots@idhweb.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Company.

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- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Ensuserv CC
CK 99/18885/23

Introduction

reewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

in W Fisher

Registered Street Address

4 Lange Street

w Mucleneuk

storia

Registered Mail address

Box 2099

OOKLYN SQUARE

75

Telephone number : 012 460 7271

Fax number : 012 460 3146

South African Human Rights Commission guide on how to use the Act

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

South African Human Rights Commission

Private Bag 2700

oughton

41

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

Description of records available in terms of other legislation

Following records are available in terms of legislation, other than the Act:

All records required to be available in terms of the Close Corporation Act of South Africa.

All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

Records required in terms of Close Corporation law.

Records required in terms of applicable to the business of the Close Corporation.

The services offered by Close Corporation

Employees.

RECORDS HELD

STATUTORY CLOSE CORPORATION INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

AGREEMENTS AND CONTRACTS

SURANCE

SERVICES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

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Booklets.

Pamphlets / Brochures.

Reports.

Posters.

Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Gameprop Investments CC
CK 1987/014006/23

Introduction

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Contact details: head of private body for the purposes of the Act

John H M Lewis

Registered Street Address

224 Lange Street

New Mueleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 011 953 2407

Fax number : 011 665 3633

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- Employees.

RECORDS HELD

STATUTORY CLOSE CORPORATION INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

AGREEMENTS AND CONTRACTS

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

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- Booklets.
- Pamphlets / Brochures.
- Reports.
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MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
George Storrar Drive Station CC
CK 93/31765/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act

Contact details: head of private body for the purposes of the Act

P L Lourens

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 012 460 7427

Fax number : 012 460 4354

E – Mail Address : hglou@mweb.co.za**South African Human Rights Commission guide on how to use the Act**

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The South African Human Rights Commission
 Private Bag 2700
 Houghton
 2041

Telephone: 011 484 8300

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Website: www.sahrc.org.za**Description of records available in terms of other legislation**

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- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

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Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
IVEMA (Pty) Ltd
98/03221/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

A Mouton

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 362 7990

Fax Number : 012 362 2711

E – Mail Address : ivema@mweb.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission
 Private Bag 2700

Houghton
 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Kwiktan (Pty) Ltd
83/05412/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

J H M Lewis

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 011 953 2407

Fax Number : 011 665 3633

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- 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.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Mabulung Trading CC
CK 95/56107/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

P J van der Merwe

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 082 560 0094

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

Description of records available in terms of other legislation

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD

STATUTORY CLOSE CORPORATION INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

AGREEMENTS AND CONTRACTS

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

INTELLECTUAL PROPERTY

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected, and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion to Information Act 2 of 2000
For
Main Station Pharmacy CC
CK 2001/045957/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

J A Bakker

Registered Street Address

224 Lange Street

New Muclideanuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 011 763 5678**Fax number** : 011 763 3957**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300**Fax:** 011 484 0582**Website:** www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- 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.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

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- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Marquise Exports (Pty) Ltd
82/02706/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

J H M Lewis

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 00075

Telephone number : 011 953 2407

Fax Number : 011 665 3633

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Milkor Marketing (Pty) Ltd
93/04761/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

Dr F Visser

Registered Street Address

224 Lange Street
New Mucleneuk
Pretoria

Registered Postal Address

P O Box 2099
Brooklyn Square
0075

Telephone number : 012 632 6384 / 012 362 6987

Fax Number : 012 362 8557

E – Mail Address : admin@milkor.co.za

South African Human Rights Commission guide on how to use the Act

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

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Mist-Na Acquisition (Pty) Ltd
2000/022278/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

J. Georghades

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 012 460 7271

Fax Number : 012 460 3146

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

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- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

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Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Motorvision (Pty) Ltd
72/08840/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

J Main

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 327 1878

Fax number : 012 327 1881

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
73 Nicholson St Properties (Pty) Ltd
2001/011455/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

Z Swart

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 460 2379

Fax number : 012 346 2308

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provided an explanation of why the requested record is required for the exercise or protection of the right.
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Urban Forest Recycling (Pty) Ltd
2001/016926/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details; head of company for the purposes of the Act

D G Stead

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 011 783 8898**Fax Number** : 011 783 9656**E - Mail Address** : pops@icon.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300**Fax:** 011 484 0582**Website:** www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

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- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Zimbali Beach Estate No 13 (Pty) Ltd
2002/016258/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

C Stockenström

Registered Street Address

224 Lange Street

New Mueleneuk

Pretoria

Registered Postal Address

P.O. Box 2099

Brooklyn Square

0075

Telephone number : 012 362 1681

Fax number : 012 362 1691

E – Mail Address : stokkies@fsf.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

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- Pamphlets / Brochures.
- Reports.
- Posters.
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MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Sunny Plaza Investments (Pty) Ltd
99/16849/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act

Contact details: head of company for the purposes of the Act

G Voutsas

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 325 1984

Fax number : 012 326 2097

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission
 Private Bag 2700
 Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

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- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

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- Booklets.
- Pamphlets / Brochures.
- Reports.
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- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Skill Mill (Pty) Ltd
97/11000/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

D I Victor

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 046 624 1651

Fax number : 046 624 2514

E - Mail Address : dvictor@global.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Slate Enterprises (Pty) Ltd
80/02481/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

P P Eberhardt

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 041 484 1835**Fax number** : 041 484 1873**E – Mail Address** : eberhard@intekom.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

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- Newsletters.
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- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
No 8 Fairway Gardens (Pty) Ltd
2001/029448/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

M Bentley

Registered Street Address

224 Lange Street

New Mueleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 012 460 7271

Fax number : 012 460 3146

E – Mail Address : banda@icon.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- Employees

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

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- Reports.
- Posters.
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MANUAL
 Prepared in terms of Section 51 of
 The Promotion of Access to Information Act 2 of 2000
 For
 Rothinvest 11 (Pty) Ltd
 99/07420/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

Dr F Visser

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 362 6987

Fax number : 012 362 8557

South African Human Rights Commission guide on how to use the Act

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The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

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- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Randpave Industrial Contracts (Pty) Ltd
73/12624/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

R C Bennet

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 011 805 1894

Fax number : 011 805 3214

South African Human Rights Commission guide on how to use the Act

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The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

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Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:**STATUTORY COMPANY INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED & MOVABLE PROPERTY****INTELLECTUAL PROPERTY****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****AGREEMENTS AND CONTRACTS****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

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- Reports.
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MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Root Power Systems (Pty) Ltd
99/01152/07

Introduction

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Contact details: head of company for the purposes of the Act

D G Stead

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 011 468 2108

Fax number : 011 783 9656

E – Mail Address : pops@icon.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Linkmar (Pty) Ltd
95/05013/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

A W Louw

Registered Street Address

224 Lange Street

New Muclidean

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 012 342 1545

Fax number : 012 342 7448

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
M Farrel & Sons (Pty) Ltd
84/00284/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

B Farrel

Registered Street Address

224 Lange Street

New Muckleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 012 664 5831**Fax number** : 012 664 5831**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300**Fax:** 011 484 0582**Website:** www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

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- Newsletters
- Booklets
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Silverton Precast (Pty) Ltd
2000/030296/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

G P S Vousas

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 804 4525**Fax number** : 012 804 9673**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Johannesburg

2041

Telephone: 011 484 8300**Fax:** 011 484 0582**Website:** www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:**STATUTORY COMPANY INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED & MOVABLE PROPERTY****INTELLECTUAL PROPERTY****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****AGREEMENTS AND CONTRACTS****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The promotion of Access to Information Act 2 of 2000
For
B W Head
Practice No.: 1456199

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

B W Head

Registered address

224 Lange Street

New Muckleneuk

Pretoria

Registered postal address

P O Box 2099

Brooklyn Square

0075

Telephone number : 011 383 8220 / 011 832 1382**Fax number** : 011 833 2006**E-mail address** : drhead@ibi.co.za**South African Human Rights Commission guide on how to use the Act**

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

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**RECORDS HELD**

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

INSURANCE

SALES AND MARKETING

STATUTORY EMPLOYEE RECORDS

TAXATION

INFORMATION TECHNOLOGY

INFORMATION IN TERMS OF OTHER LEGISLATION**How to request information**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Business for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- 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.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Business concerned, and marked for the attention of the head of the Business for the purposes of the Act. (See designation set out above)

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Nyaka Structural Timber Consultants (Pty) Ltd
2000/006331/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

A Downhams

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 011 793 4660

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:**STATUTORY COMPANY INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED & MOVABLE PROPERTY****INTELLECTUAL PROPERTY****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****AGREEMENTS AND CONTRACTS****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
C F B Payroll (Pty) Ltd
2002/014710/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

Mr M Bentley

Registered Street Address

224 Lange Street
 New Muclidean
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 460 7271

Fax number : 012 460 3146

E - Mail Address : banda@icon.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041.

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Rainmaker Management Consulting CC
CK 96/032352/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

L Mbigi

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 011 786 5767**Fax number** : 011 786 1371**E – Mail Address** : mc@netactive.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD

STATUTORY CLOSE CORPORATION INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

AGREEMENTS AND CONTRACTS

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

INTELLECTUAL PROPERTY

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion to Information Act 2 of 2000
For
Goldenspot Trading 516 CC
CK 2001/016207/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

P R Bennet

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 011 485 5181

Fax number : 011 485 3872

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected, and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Premier Imports & Exports CC
CK 87/21261/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

C A Spyron

Registered Street Address

224 Lange Street

New Muclidean

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 012 348 7434**Fax number** : 012 361 5308**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300**Fax:** 011 484 0582**Website:** www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

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Information automatically available

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Off - Road Trax Consultants and Marketing CC
CK 99/02855/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

V Baird

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 012 663 5957

Fax number : 012 663 7779

South African Human Rights Commission guide on how to use the Act

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

Private Bag 2700
 Houghton
 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Oosie's Truck Hire CC
98/56343/23

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Contact details: head of private body for the purposes of the Act

S J Oosthuizen

Registered Street Address

224 Lange Street

New Muclidean

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 012 379 3682

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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RECORDS HELD

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STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

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INSURANCE

SALES AND MARKETING

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Martiq 191 CC
CK 2000/044755/23

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Contact details: head of private body for the purposes of the Act

JCMD Pretorius

Registered Street Address

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New Mucleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 011 824 7049

Fax number : 011 824 7049

E – Mail address : pdi@iveco.co.za

South African Human Rights Commission guide on how to use the Act

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Private Bag 2700

Houghton

2041

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Fax: 011 484 0582

Website: www.sahrc.org.za

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FIXED PROPERTY & MOVABLE PROPERTY

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MANUAL
Prepared in terms of Section 51 of
The Promotion to Information Act 2 of 2000
For
Agency for Social and Legal Research CC
CK 88/01799/23

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Contact details: head of private body for the purposes of the Act

A Jeffrey

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 011 403 3600

Fax number : 011 403 3671

E - Mail address : helenf@hixnet.co.za

South African Human Rights Commission guide on how to use the Act

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The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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STATUTORY CLOSE CORPORATION INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

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ACCOUNTING RECORDS

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Microzone Trading 458 CC
CK 2001/017636/23

Introduction

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Contact details: head of private body for the purposes of the Act

P R Bennet

Registered Street Address

224 Lange Street

New Muclideanuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

(0075)

Telephone number : 011 485 5181

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Goldenspot Trading 516 CC
CK 2001/016207/23

Introduction

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Contact details: head of private body for the purposes of the Act

P R Bennet

Registered Street Address

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 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE
 0075

Telephone number : 011 485 5181

Fax number : 011 485 3872

South African Human Rights Commission guide on how to use the Act

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The South African Human Rights Commission

Private Bag 2700

Houghton

2041

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Fax: 011 484 0582

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Gun Franchise One CC
CK 92/03285/23

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Contact details: head of private body for the purposes of the Act

G F Butt

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New Mucleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 011 975 4074

South African Human Rights Commission guide on how to use the Act

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Houghton

2041

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STATUTORY EMPLOYEE RECORDS

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INFORMATION TECHNOLOGY

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Manual
Prepared in terms of Section 51 of
The promotion of Access to Information Act 2 of 2000
For
S Saraglis

Introduction

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Contact details:

S Saraglis

Registered address

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Registered postal address

P O Box 2099

Brooklyn Square

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Telephone number : 09301 621 6850/1

Fax number : 09301 6216852

South African Human Rights Commission guide on how to use the Act

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The South African Human Rights Commission:

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Houghton, 2041

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Website: www.sahrc.org.za**RECORDS HELD**

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

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INFORMATION IN TERMS OF OTHER LEGISLATION

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How to request information

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MANUAL
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The Promotion of Access to Information Act 2 of 2000
For
Z.G.A Supermarket (Pty) Ltd
95/13653/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

J A Sigle

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 012 661 1070**Fax number** : 012 661 8572**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Kanyayo Signs (Pty) Ltd
90/07010/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

D Tosen

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 327 1845/6

Fax number : 012 327 5635

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
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- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

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INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

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INFORMATION TECHNOLOGY

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MANUAL
 Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
 For
224 Lange Street (Pty) Ltd
 95/13695/07

Introduction

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Contact details: head of company for the purposes of the Act

M Bentley

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 012 460 7271

Fax number : 012 460 3146

E - Mail Address : banda@icon.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- Employees.

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Topem (Pty) Ltd
65/6044/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

M Stead

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 011 783 8898

Fax number : 011 783 9656

E – Mail Address : pops@icon.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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- Employees.

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ACCOUNTING RECORDS

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AGREEMENTS AND CONTRACTS

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Truvelo Manufacturing (Pty) Ltd
74/00024/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

R Gebert

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 011 314 1405

Fax number : 011 314 1409

E - Mail Address : rudi@truvelo.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

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SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

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MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
SaferAfrica (Association Incorporated under Section 21)
2001/011623/08

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

V Gamba

Registered Street Address

224 Lange Street
 New Muclidean
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 344 6700

Fax number : 012 344 6708

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

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RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The promotion of Access to Information Act 2 of 2000
For
D. Georghiades Trust
IT 7909/95

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

D Georghiades

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 661 1070

Fax number : 012 661 8572

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission:

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

RECORDS HELD

ACCOUNTING RECORDS

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INSURANCE

SALES AND MARKETING

INFORMATION IN TERMS OF OTHER LEGISLATION

STATUTORY EMPLOYEE RECORDS

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INFORMATION TECHNOLOGY

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- Reports.
- Posters.
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Manual
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
The Cedric Puckrin Trust
IT 909/90

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

C Puckrin

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 334 4000

Fax number : 012 334 4010

E - Mail Address : dbf@law.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission:

Private Bag 2700
 Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**RECORDS HELD**

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

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STATUTORY EMPLOYEE RECORDS

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Manual
Prepared in terms of Section 51 of
The promotion of Access to Information Act 2 of 2000
For
Verestar

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

J Nicholson

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 665 4223

Fax number : 012 665 4255

E – Mail Address : Janine.nicolson@verestar.com

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission:

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

RECORDS HELD

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

INSURANCE

SALES AND MARKETING

STATUTORY EMPLOYEE RECORDS

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INFORMATION IN TERMS OF OTHER LEGISLATION**How to request information**

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Manual
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Von Palace Kolbatschenko Trust
TM 1147

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

R von Palace

C von Palace

P von Palace

Registered address

224 Lange Street

New Muckleneuk

Pretoria

Registered postal address

P O Box 2099

Brooklyn Square

0075

Telephone number : 021 876 2559**Fax number** : 021 876 2652**South African Human Rights Commission guide on how to use the Act**

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

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**RECORDS HELD**

ACCOUNTING RECORDS

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INFORMATION IN TERMS OF OTHER LEGISLATION

STATUTORY EMPLOYEE RECORDS

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INFORMATION TECHNOLOGY

How to request information

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Business for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Business concerned, and marked for the attention of the head of the Business for the purposes of the Act. (See designation set out above)

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Lynnwood Superspar Trust
IT 4854/99

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

I Spyron

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 348 1348

Fax number : 012 348 1349

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission:

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

RECORDS HELD

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

INSURANCE

SALES AND MARKETING

INFORMATION IN TERMS OF OTHER LEGISLATION

STATUTORY EMPLOYEE RECORDS

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INFORMATION TECHNOLOGY

How to request information

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Business for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Business concerned, and marked for the attention of the head of the Business for the purposes of the Act. (See designation set out above)

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Knapsak Trust
IT 5459/94

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

G du Toit

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 011 407 1811

Fax number : 011 403 7837

E – Mail Address : delphined.dutoit@worldonline

South African Human Rights Commission guide on how to use the Act

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

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

RECORDS HELD

ACCOUNTING RECORDS

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How to request information

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Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The promotion of Access to Information Act 2 of 2000
For
The Pacific Trust
IT 1740/98

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

M Bentley

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 460 7271

Fax number : 012 460 3146

E – Mail Address : banda@icon.co.za

South African Human Rights Commission guide on how to use the Act

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

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

RECORDS HELD

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

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SALES AND MARKETING**INFORMATION IN TERMS OF OTHER LEGISLATION****How to request information**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Business for the purposes of the Act. (See contact details above)
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Business concerned, and marked for the attention of the head of the Business for the purposes of the Act. (See designation set out above)

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets
- Pamphlets / Brochures
- Reports
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
C E Puckrin

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

C E Puckrin

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 334 4000

Fax number : 012 334 4010

E – Mail Address : dbi@law.co.za

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission:

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

RECORDS HELD

ACCOUNTING RECORDS

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How to request information

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Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The promotion of Access to Information Act 2 of 2000
For
Erf 1582 Partnership

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

M Bentley

S Saraglis

Registered address

224 Lange Street

New Muckleneuk

Pretoria

Registered postal address

P O Box 2099

Brooklyn Square

0075

Telephone number : 012 460 7271**Fax number** : 012 460 3146**E – Mail Address** : banda@icon.co.za**South African Human Rights Commission guide on how to use the Act**

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

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**RECORDS HELD**

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

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INFORMATION IN TERMS OF OTHER LEGISLATION

STATUTORY EMPLOYEE RECORDS

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How to request information

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The promotion of Access to Information Act 2 of 2000
For
Goody's Foodmarket

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

E Gianakis

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 660 0418

Fax number : 012 660 0419

South African Human Rights Commission guide on how to use the Act

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

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

RECORDS HELD

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

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How to request information

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Business for the purposes of the Act. (See contact details above)
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Information automatically available

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Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Gun Franchise Three CC
CK 99/660117/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

M Stead

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 011 786 4865

Fax number : 011 786 4865

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
McLagan International SA CC
CK 97/56631/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

Mr D J Victor

Registered Street Address

224 Lange Street

New Mueleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 046 624 1651**Fax number** : 046 624 2514**E – Mail Address** : dvictor@global.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD

STATUTORY CLOSE CORPORATION INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

AGREEMENTS AND CONTRACTS

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

INTELLECTUAL PROPERTY

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Xaneuk Beleggings BK
CK 91/31144/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

X Swart

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 012 460 2379

Fax number : 012 346 2308

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD

STATUTORY CLOSE CORPORATION INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

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SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

INTELLECTUAL PROPERTY

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Vunula Promotions CC
CK 99/27823/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

F Visser

Registered Street Address

224 Lange Street
 New Muclidean
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 012 347 3006

Fax number : 012 347 3002

E - Mail Address : vunula@mweb.co.za**South African Human Rights Commission guide on how to use the Act**

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

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected, and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Fantique Trade 1248
CK 2001/023251/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

C G Stead

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 011 315 4074**Fax number** : 011 315 4075**E – Mail address** : calstead@intekom.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD

STATUTORY CLOSE CORPORATION INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED PROPERTY & MOVABLE PROPERTY

AGREEMENTS AND CONTRACTS

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

INTELLECTUAL PROPERTY

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Fantique Trade 1247 CC
CK 2001/023429/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

C G Stead

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 011 315 4074

Fax number : 011 315 4075

E - Mail address : calstead@intekom.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

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- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
The Bentley Family Trust
IT 1805/95

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

C F Bentley

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 012 460 7271

Fax number : 012 460 3146

E – Mail Address : banda@icon.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion to Information Act 2 of 2000
For
Gerald Voutsas Trust
IT 11821

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

G Voutsas

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 012 325 1984

Fax number : 012 325 2097

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Xan Swart Trust
IT 1725/84

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

X Swart

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 012 460 2379

Fax number : 012 346 2308

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

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- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

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INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
A J Sigle Family Trust
IT 1296/86

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

A J Sigle

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 661 1071

Fax number : 012 661 8572

South African Human Rights Commission guide on how to use the Act

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

Private Bag 2700
 Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

RECORDS HELD

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

INSURANCE

SALES AND MARKETING

INFORMATION IN TERMS OF OTHER LEGISLATION

STATUTORY EMPLOYEE RECORDS

TAXATION

INFORMATION TECHNOLOGY

How to request information

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Business for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should 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.
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- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Business concerned, and marked for the attention of the head of the Business for the purposes of the Act. (See designation set out above)

Information automatically available

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- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The promotion of Access to Information Act 2 of 2000
For
Von Palace Kolbatschenko Trust
TM 1147

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies. Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

R von Palace

C von Palace

P von Palace

Registered address

224 Lange Street

New Muckleneuk

Pretoria

Registered postal address

P O Box 2099

Brooklyn Square

0075

Telephone number : 021 876 2559

Fax number : 021 876 2652

South African Human Rights Commission guide on how to use the Act

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

Private Bag 2700

Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**RECORDS HELD**

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

INSURANCE

SALES AND MARKETING

INFORMATION IN TERMS OF OTHER LEGISLATION

STATUTORY EMPLOYEE RECORDS

TAXATION

INFORMATION TECHNOLOGY

How to request information

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- Newsletters.
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- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Unitrade 18 (Pty) Ltd
97/16814/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

P van der Merwe

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 083 226 2982

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

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- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Unitrade 115 CC
CK 2000/028348/23

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

S J Heilbron

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 011 286 9283

Fax number : 011 286 7677

E – Mail Address : sheilbron@investec.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
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Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected, and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
Versatex Trading (Pty) Ltd
2002/005725/07

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

K Coetzee

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Postal Address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 011 869 3841

Fax number : 011 869 3841

South African Human Rights Commission guide on how to use the Act

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Information Act 2 of 2000
For
Derek Victor Family Trust
IT 10860/99

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

D Victor

Registered Street Address

224 Lange Street
 New Mucleneuk
 Pretoria

Registered Mail address

P O Box 2099
 BROOKLYN SQUARE
 0075

Telephone number : 046 624 1651

Fax number : 046 624 2514

E – Mail Address : dvictor@global.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected, and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion to Information Act 2 of 2000
For
Fish Family Trust
IT 8341/02

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of private body for the purposes of the Act

Dr F Visser

Z Visser

M Bentley

Registered Street Address

224 Lange Street

New Muclidean

Pretoria

Registered Mail address

P O Box 2099

BROOKLYN SQUARE

0075

Telephone number : 012 362 6984**Fax number** : 012 362 8557**E-Mail Address** : admin@milkor.co.za**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**Description of records available in terms of other legislation**

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the Close Corporation Act of South Africa.
- All records kept in terms of legislation applicable to the business conducted by the Close Corporation.

Records regarding the following subjects are held:

- Records required in terms of Close Corporation law.
- Records required in terms of applicable to the business of the Close Corporation.
- The services offered by Close Corporation
- Employees.

RECORDS HELD**STATUTORY CLOSE CORPORATION INFORMATION****STATUTORY EMPLOYEE RECORDS****FIXED PROPERTY & MOVABLE PROPERTY****AGREEMENTS AND CONTRACTS****INSURANCE****SALES AND MARKETING****ACCOUNTING RECORDS****ENVIRONMENTAL HEALTH AND SAFETY****INTELLECTUAL PROPERTY****TAXATION****INFORMATION TECHNOLOGY****Procedure for requesting access to the above information:**

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Close Corporation for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected, and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Close Corporation concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operation, information is also available in terms of certain other statutes:

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

MANUAL
Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
For
The Blue Trust
IT 7587/02

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details: head of company for the purposes of the Act

A W Louw

M Bentley

C Stockenström

Registered Street Address

224 Lange Street

New Mucleneuk

Pretoria

Registered Postal Address

P O Box 2099

Brooklyn Square

0075

Telephone number : 012 342 1545**Fax number** : 012 342 7448**South African Human Rights Commission guide on how to use the Act**

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

The South African Human Rights Commission

Private Bag 2700

Houghton

2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**The following records are available in terms of legislation, other than the Act:**

- All records required to be available in terms of the company laws of South Africa.
- All records kept in terms of legislation applicable to be business conducted by the Company.

Records regarding the following subjects are held:

- Records required in terms of company law.
- Records required in terms of applicable to the business of the Company.
- The services offered by Company.
- Employees.

RECORDS HELD REGARDING:

STATUTORY COMPANY INFORMATION

STATUTORY EMPLOYEE RECORDS

FIXED & MOVABLE PROPERTY

INTELLECTUAL PROPERTY

INSURANCE

SALES AND MARKETING

ACCOUNTING RECORDS

ENVIRONMENTAL HEALTH AND SAFETY

AGREEMENTS AND CONTRACTS

TAXATION

INFORMATION TECHNOLOGY

Procedure for requesting access to the above information:

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Company for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provided an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Company concerned, and marked for the attention of the head of the Company for the purposes of the Act (see designation set out above).

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**Where applicable to our operation, information is also available in terms of certain other statutes:****Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

Manual
Prepared in terms of Section 51 of
The promotion of Access to Information Act 2 of 2000
For
Dr F Visser t/a Groot Z Boerdery

Introduction

Herewith is the manual required in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act") to assist persons in obtaining information from Companies, Close Corporations and Private Entities where applicable as provided for in the Act.

Contact details:

Dr F Visser

Registered address

224 Lange Street
 New Muckleneuk
 Pretoria

Registered postal address

P O Box 2099
 Brooklyn Square
 0075

Telephone number : 012 362 6984

Fax number : 012 362 8557

E-mail address : admin@milkor.co.za**South African Human Rights Commission guide on how to use the Act**

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

Private Bag 2700
 Houghton, 2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: www.sahrc.org.za**RECORDS HELD**

ACCOUNTING RECORDS

FIXED & MOVABLE PROPERTY

INSURANCE

SALES AND MARKETING

INFORMATION IN TERMS OF OTHER LEGISLATION

STATUTORY EMPLOYEE RECORDS

TAXATION

INFORMATION TECHNOLOGY

How to request information

- The prescribed application form must be completed. If the requester needs help on where to obtain the application form, or any other matter, the requester can contact the head of the Business for the purposes of the Act. (See contact details above)
- Sufficient detail must be provided on the request form to enable the head of the private body to identify the record and the requester. The requester should indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- The completed application form must be sent to the postal or e-mail address or fax number set out above, for the Business concerned, and marked for the attention of the head of the Business for the purposes of the Act. (See designation set out above)

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in this manual.

- Newsletters.
- Booklets.
- Pamphlets / Brochures.
- Reports.
- Posters.
- Other literature intended for public viewing.

PH MASSYN AND SONS (PTY) LTD

Reg No 1948/028499/07

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

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3 Guide in terms of Section 10 of the Act	1
4 Notice(s) in terms of Section 52(2) 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 PH MASSYN AND SONS (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 Mrs Storbeck should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from PH MASSYN AND SONS (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 PH MASSYN AND SONS (PTY) LTD from time to time;
"PH MASSYN AND SONS (PTY) LTD"	PH MASSYN AND SONS (PTY) LTD is a private body investing in fixed property;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The public relations officer of PH MASSYN AND SONS (PTY) LTD has been appointed as the Information Officer of PH MASSYN AND SONS (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:	PH MASSYN AND SONS (PTY) LTD
Appointed information Officer:	Mrs P Storbeck
Address:	Momentum Centre, 301 West Tower, 329 Pretorius Street, Pretoria
Postal address:	PO Box 2295, Brooklyn Square, 0075
Telephone:	(012) 3200630
Fax:	(012) 3200288
E-mail:	massyn@citywalk.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)

PH MASSYN AND SONS (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
- 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 PH MASSYN AND SONS (PTY) LTD IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

PH MASSYN AND SONS (PTY) LTD holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of PH MASSYN AND SONS (PTY) LTD.
- Commercial contracts
- Standard Employment Contracts
- PH MASSYN AND SONS (PTY) LTD Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

PH MASSYN AND SONS (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 PH MASSYN AND SONS (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 PH MASSYN AND SONS (PTY) LTD, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of PH MASSYN AND SONS (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").

MANUAL FOR PROMOTION OF ACCESS TO INFORMATION ACT 2000.

**BOUWER CARDONA INC
REG NO: 2000/8343/21**

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 BOUWER CARDONA INC 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 Bouwer Cardona 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 requestor is advised to contact Mr Bouwer should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from Bouwer Cardona Inc.

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 2002, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of BOUWER CARDONA INC from time to time.
"BOUWER CARDONA INC"	shall mean Bouwer Cardona Inc, structured as an incorporated company which renders legal services including advice and legal representation to individual clients and businesses/orgainisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	The senior partner of Bouwer Cardona Inc has been appointed as the Information Officer of Bouwer Cardona Inc, to which requests information in terms of the Act, should be addressed.

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

Name of body:	Bouwer Cardona Inc
Partner and appointed Information Officer:	Mr T. Bouwer
Address:	11 Wellington Road, Parktown.
Postal Address:	P.O. Box 30706, Braamfontein 2017
Telephone:	(011) 484-5898
Fax:	(011) 484-1445
E-mail:	<u>info@bouwer.biz</u>

Website address:

www.bouwer.biz

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

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

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

PAIA Unit

**The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041**

Telephone:

+27 11 484 8300

Fax:

+27 11 484 0582/1360

Website:

www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

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

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

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

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

- Insolvency Act, No. 24 of 1936 (Section 134 and 155)
- Pension Funds Act, No. 24 of 1956
- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Copyright Act, No. 98 of 1978
- Attorneys Act, No. 53 of 1979
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)

- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Medical Schemes Act, No. 131 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

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

6. DOCUMENTS / INFORMATION HELD BY BOUWER CARDONA INC IN TERMS OF THE ACT (SECTION 51 (1) (e) OF THE ACT)

Bouwer Cardona Inc holds the information / documents listed herein below:

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

The BOUWER CARDONA INC website address is www.bouwer.biz and it is accessible to anyone with access to the internet. It contains a profile on BOUWER CARDONA INC, 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 subjected to the provisions of the Act. None of the information held by BOUWER CARDONA

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

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

The purpose of this manual is to facilitate requests for information or access to records of Freshmark (Pty) Ltd. as contemplated in terms of the Act. It is not exhaustive and does not duplicate all the procedures provided for in the Act and Regulations. Requesters should familiarise themselves with these provisions before making any request in terms of the Act.

Freshmark makes no representation that the information in this manual or any information provided by it to a requester thereof is complete or accurate. Such information shall be used at the user's own risk and the company shall not be liable for any loss, expense, liability or claims, howsoever arising, resulting from use of the manual or from use of any information provided by the company or any error therein.

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

"the Act"	the Promotion of Access to Information Act, Act 2 of 2000, together with all relevant regulations published
"the company"	Freshmark (Pty) Ltd.

CONTACT DETAILS**[section 51(1)(a) of the Act]**

<i>Name of body:</i>	Freshmark (Pty) Ltd.
<i>Head of body:</i>	Dr. J. van Deventer, Managing Director
<i>Address:</i>	Cnr, Kruisfontein and Old Paarl Roads Brackenfell Cape Town
<i>Postal address:</i>	PO Box 1456 Brackenfell 7561
<i>Telephone:</i>	(021) 980 7000
<i>Fax no.</i>	(021) 980 7090

GUIDE IN TERMS OF SECTION 10 OF THE ACT**[section 51(1)(b) of the Act]**

Regulations published in terms of the Act on 15 February 2002 in Government Notice No. R187 prescribes the manner in which the Human Rights Commission should make a Guide available, as is required in terms of section 10 of the Act.

Queries in this regard must be directed to –

South African Human Rights Commission
PAIA Unit
Research and Documentation Department
Private Bag 2700
Houghton 2041

Tel: (011) 484-8300

Fax: (011) 484-0582

NOTICE IN TERMS OF SECTION 52(2) OF THE ACT

[section 51(1)(c) of the Act]

No notice has to date been published.

**INFORMATION / RECORDS AVAILABLE IN ACCORDANCE WITH OTHER
LEGISLATION**

[section 51(1)(d) of the Act]

Records are kept in accordance with the following legislation (other than the Promotion of Access to Information Act):

Companies Act, Act 61 of 1973

Income Tax Act, Act 58 of 1962

Value-Added Tax Act, Act 89 of 1991

Custom and Excise Act, Act 91 of 1964

Insolvency Act, Act 24 of 1936

Basic Conditions of Employment Act, Act 75 of 1997

Labour Relations Act, Act 66 of 1995

Occupational Health and Safety Act, Act 85 of 1993

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Employment Equity Act, Act 55 of 1998

Skills Development Act, Act 97 of 1998

Skills Development Levies Act, Act 9 of 1999

Unemployment Insurance Act, Act 63 of 2001

Unemployment Insurance Contributions Act, Act 4 of 2002

National Road Traffic Act, 93 of 1996

RECORDS / INFORMATION HELD BY THE COMPANY IN TERMS OF THE ACT

[section 51(1)(e) of the Act]

Categories of information

The company also holds information / records with regard to the following:

- ◆ Constitutional documents - including
 - * Articles of Memoranda; Company registration documents; Shareholders agreements; etc.
 - * List of directors and details
- ◆ Intellectual property – including trademarks, etc.
- ◆ Insurance information
- ◆ Property information
- ◆ Operational information

Various records are generated in the course of the daily running and management of the company, such as:

 - * Hygiene specifications and certificates
 - * Quality control and product specifications
 - * Stock holding, transactions and orders
 - * Financial records
 - * Contracts
 - * Correspondence
 - * Policies, directives and rules
 - * Internal communications
 - * Minutes of meetings
 - * Reports
 - * Training information
 - * Records relating to employee relations and collective bargaining
 - * Staff information and records relating to employee remuneration and benefits
 - * Records relating to vehicles and distribution activities
 - * Surveillance records
 - * Customer- and supplier-related records

Procedure for requesting access to a record

To request information to a record, a requester must follow the following procedures:

- ◆ Complete the prescribed Form published in terms of the Regulations to the Act. This must include sufficient detail to enable the company to identify the record or part of the record and the requester, and the requester must indicate what form of access is required.
- ◆ The requester must –
 - ⇒ identify the right that he/she seeks to exercise or protect; and
 - ⇒ provide an explanation of why the requested record is required in order to do so
- ◆ If the request is made on behalf of another person, satisfactory proof must be submitted of the capacity in which the requester is making the request.
- ◆ The completed details must be submitted to the company at its Head Office address as indicated above.

Fees

- ♦ A requester, who is not requesting personal information about him-/herself, must pay the required request fee upon notification to do so from the company, before a request will be processed. This fee is determined by way of Regulation.
- ♦ After the requester has been notified that a request has been granted, further prescribed access fees are payable for the search, reproduction, preparation and time spent to prepare the record for disclosure.

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.

AVAILABILITY OF THE MANUAL**[section 51(3) of the Act]**

This manual is available for inspection at the company's head office during office hours and upon request, free of charge. Copies of the manual may be obtained subject to the prescribed fee.

**RORICH WOLMARANS & LUDERITZ INCORPORATED
ATTORNEYS**

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 requestors as to the procedure to be followed when requesting access to information / documents from RORICH WOLMARANS & LUDERITZ 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 VANDEN BURG should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from RORICH WOLMARANS & LUDERITZ INCORPORATED.

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 RORICH WOLMARANS & LUDERITZ INCORPORATED from time to time;
"Rorich Wolmarans & Luderitz Inc."	shall mean RORICH WOLMARANS & LUDERITZ INCORPORATED Attorneys, structured as a partnership / incorporated company which renders legal services including legal advice and legal representation to individual clients and business / organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The senior partner of RORICH WOLMARANS & LUDERITZ INCORPORATED has been appointed as the Information officer of RORICH WOLMARANS & LUDERITZ 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:	RORICH WOLMARANS & LUDERITZ INCORPORATED
Partner and appointed Information Officer:	MR GERRIT VANDEN BURG
Address:	ONS EERSTE VOLKSBANK BUILDING, 32 CHURCH SQUARE, cnr. MUTUAL LANE, PRETORIA
Postal address:	PO BOX 2330, PRETORIA, 0001
Telephone:	012 325 3933
Fax:	012 324 2659
E-mail:	rorich@rwl.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 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

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)

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

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

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

6. DOCUMENTS / INFORMATION HELD BY RORICH WOLMARANS & LUDERITZ INCORPORATED IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

RORICH WOLMARANS & LUDERITZ INCORPORATED holds the information / documents listed herein below:

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

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by RORICH WOLMARANS & LUDERITZ 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, 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 RORICH WOLMARANS & LUDERITZ INCORPORATED, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of RORICH WOLMARANS & LUDERITZ 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.dcj.gov.za) (under "regulations").

Code: Information Manual

**PROMOTION OF ACCESS TO INFORMATION ACT MANUAL**

A copy of the manual will be available for inspection at Ukhamba Holdings Head Office

INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 ("the Act") was enacted on 3 February 2000. The purpose of this legislation is to address Section 32(2) of the Constitution, which provides that any person has a right to gain access to any information held by a public or private body. If the record is requested from a private body the requester needs to prove that the record is required for the exercise or protection of a right.

One of the main requirements specified in the Act is the compilation of a manual by 28 February 2003 that provides information on both the types and categories of records held by the public or private body. In terms of the Act a private body includes any former or existing juristic person. Therefore Ukhamba Holdings (Proprietary) Limited is regarded as a "private body" and both the manual and requirements regarding access must be in compliance with the provisions of the Act relevant to private bodies.

This document serves as the Ukhamba Holdings (Proprietary) Limited manual in terms of the Act to provide a reference as to the records held and the process that needs to be followed to request access to such records.

COMPANY OVERVIEW

Ukhamba Holdings (Proprietary) Limited (hereinafter referred to as "Ukhamba" or "the Group") was established in November 1999.

SCOPE OF THE MANUAL

The scope of this manual will serve to provide a reference regarding the records held by the following operating divisions of the Group.

- Ukhamba Fleet Services
- Ukhamba Investments (Proprietary) Limited
- Ikaheng Staffing (Proprietary) Limited
- Rainbow Sanitation (Proprietary) Limited

ADMINISTRATION OF THE ACT

The Chief Executive Officer (CEO) will ensure that the requirements of the Act are administered in a fair, objective and unbiased manner.

GUIDE FOR REQUEST ON HOW TO USE THE ACT

The Human Rights Commission (HRC) is responsible for compiling a guide that will facilitate ease of use of the Act for requester. The Guide will be available from the South African Human Rights Commission, by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission
 PAIA Unit
 The research and Documentation Department
 Postal address: Private Bag X2700, Houghton, 2041
 Phone number: +27 (11) 484-8300
 Fax number: +27 (11) 484-0582
 Email: PAIA@sahrc.org.za
 Website: www.sahrc.org.za

AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

Records Lodged in terms of Government requirements with various statutory bodies, including Registrar of Companies.

RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Records are available in accordance with the following legislation:

- Atmospheric Pollution Prevention Act No. 45 of 1965;
- Basic Conditions of Employment Act No. 75 of 1997;
- Companies Act No. 61 of 1973;
- Compensation of Occupational Injuries and Health Diseases Act No.130 of 1993;
- Consumer Affairs Act No. 71 of 1988
- Employment Equity Act No. 55 of 1998;
- Harmful Business Practice Act No. 23 of 1999;
- Hazardous Substances Act No. 15 of 1973;
- Health Act No. 63 of 1977;
- Income Tax Act No. 58 of 1962;
- Insolvency Act No. 24 of 1936;
- Labour relations Act No 66 of 1995;
- Medical Schemes Act No. 131 of 1998;
- National Payment Systems Act No. 78 of 1998;
- Occupational Health and Safety Act No.85 of 1993;

- Pensions Funds Act No. 24 of 1956;
- Regional Services Councils Act No. 109 of 1985;
- Road Transport Act No. 74 of 1977;
- Stamp Duties Act No. 77 of 1968;
- Unemployment Contributions Act No. 4 of 2002;
- Unemployment Insurance Act No. 30 of 1966;
- Value-Added Tax Act No. 89 of 1991;

RECORD SUBJECT AND CATEGORIES

The main categories of records maintained are as follows:

- Statutory Records
- Administrative Records
- Transactional Documents
- Departmental Administration Records
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- Trademarks
- Insurance Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Contact person: Kahlolo Nthane
 Postal address: PO Box 688, Germiston 1400.
 Physical address: Goldfields Logistics Park, 10 Refinery Road, Driehoek, Germiston.
 Phone Number: +27 (11) 821 5518
 Fax Number: +27 (11) 873 4410

ACCESS REQUEST PROCEDURE

The purpose of this Section 51(1)(e) of the Act is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to a record held by the Group.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of a request from does not automatically allow the requester access to the requested record.

Note:

If it is reasonably suspected that the requester has obtained access to the Group's records through the submission of materially false or misleading information, legal action may be instituted against such requester.

Completion of Access Request Form

In order for the Group to respond to a request in a timely manner the Access Request Form should be completed, taking due cognizance of the following Instructions on Completion of Forms:

1. The Access Request Form must be completed in the English language.
2. Type or print in BLOCK LETTERS an answer to every question.
3. If a question does not apply, state "N/A" in response to that question.
4. If there is nothing to disclose in reply to a particular question state "NIL" in response to that question.
5. If there is insufficient space on a printed form in which to answer a question additional information may be provided on an additional folio
6. when the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

Submission of Access Request Form

The completed Access Request Form must be submitted either via conventional mail, email, or fax and must be addressed to the contact person indicated in this document.

An initial, **non-refundable R57.00 request fee** is payable on submission. This fee is **not applicable** to Personal Requesters, referring to any person seeking access to records that contain their personal information.

Payment of Fees

Payment details can be obtained from the contact person as indicated in this document and payment can be made by either direct deposit or by bank guarantee cheque (no credit card payments are accepted). Proof of payment must be supplied.

Note:

If the request for access is successful an access fee will be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees. The access fee must be paid prior to access being given to the requested record.

Notification

Requesters will be evaluated and the requester notified, within 30 days of receipt of the completed Access Request Form. Notification may include:

Notification Of Extension Period (if required)

The requesters may be notified whether an extension period is required for the processing of their requests including:

- i. The required extension period, which will not exceed an additional 30 days;
- ii. Adequate reasons for the extension; and
- iii. Notice that the requester may lodge an application with a court against the payment of the deposit and the procedure including the period, for lodging the application.

Payment of Deposit (if applicable)

The requester may be notified whether a deposit is required. A deposit will be required depending on certain factors such as the volume and/or format of the information requested and the time required for search and preparation of the record(s). The notice will state:

- i. The amount of the deposit payable (if applicable); and
- ii. That the requester may lodge an application with a court against the payment of the deposit and the procedures including the period, for lodging the application.

Please note:

In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Decision on Request

If no extension period or deposit is required the requesters will be notified within 30 days of the decision on their requests.

If the request for access to a record is successful the requester will be notified of the following:

- i. The amount of the access fee payable upon gaining access to the record (if any);
- ii. An indication of the form in which the access will be granted;
- iii. Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure including the period for lodging the application.

If the request for access to a record is not successful the requester will be notified of the following:

- i. Adequate reasons for the refusal (refer to Third Party Information and Grounds for Refusal below); and
- ii. That the requester may lodge an application with a court against the refusal of the request and the procedure including the period, for lodging the application.

Third Party Information

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

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

Grounds for Refusal

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

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

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

Records that cannot be found or do not exist

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

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000 ("THE ACT")
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8. Availability of the manual	11
1. INTRODUCTION	
1.1	The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from WILLIE ERASMUS as contemplated in terms of the Act.
1.2	The manual may be amended from time to time and as soon as any amendments have been finalized, the latest version of the manual will be made public.
1.3	Any requestor is advised to contact WILLIE ERASMUS should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of document/information from WILLIE ERASMUS
1.4	The following words will bear the following meanings in this manner:
1.4.1	"The Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
1.4.2	"the/this manual" shall mean this manual, together with all annexures thereto as available at the offices of WE from time to time;
1.4.3	"WE" shall mean Willie rasmus Attorneys
1.4.4	"SAHRC" shall mean the South African Human Rights Commission;
1.4.5	"Information Officer". The senior partner of WE has been appointed as the Information Officer of WE, 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:Willie Erasmus Attorneys	
Partner and appointed information officer: Willie Erasmus	
Address:176 Roos Street , Meyerespark PRETORIA	
Postal address: P O Box 677 , Pretoria 0001	
Telephone: (+27) (12) 803 1638 Fax:(+27) (12) 803 2617	
Electronic mail:werasmus@global.co.za	
3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)	
3.1 Section 10 of the Act	
In terms of section 10 of the Act, a guide will be compiled by the SAHRC 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 by the SAHRC by no later than August 2003.	

- 3.2 **Contact details of the South African Human Rights Commission**
 PAIA Unit The Research and Documentation Department Private Bag X2700
 HOUGHTON 2041 Telephone: (+27) (11) 484 8300 Fax: (+27) (11) 484 0582
 Website: www.sahrc.org.za Electronic mail: PAIA@sahrc.org.za
4. **NOTICE 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)
 WE keeps information/documents in accordance with the following legislation
 (this is not an exhaustive list):

- 5.1 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
- 5.2 Unemployment Insurance Act, Act No 30 of 1966 (Section 32);
- 5.3 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);
- 5.4 Insolvency Act, Act No 24 of 1936 (Sections 134 and 155);
- 5.5 Attorneys Act, Act No 53 of 1979;
- 5.6 Skills Development Act, Act No 97 of 1998;
- 5.7 Companies Act, Act No 61 of 1973;
- 5.8 Copyright Act, Act No 98 of 1978;
- 5.9 Regional Services Council Act, No 109 of 1985;
- 5.10 Labour Relations Act, No 66 of 1995.

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

WE holds the information/documents listed hereinbelow:

- 6.1 Details relating to the operational, commercial and financial interests of WE
- 6.2 Commercial contracts;
- 6.3 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);
- 6.4 Standard employment contracts;
- 6.5 Human resources (personal information of past, present and prospective employees and partners);
- 6.6 Employment equity report;
- 6.7 Insurance policies;
- 6.8 Skills development report.

It is recorded that any and all documents/information 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 WE 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 WE, free of charge.

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

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

ASSUPOL

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

ACT NO. 2 OF 2000 (“the Act”)

1. CONTACT PARTICULARS OF ASSUPOL FOR PURPOSES OF THE ACT

- | | | |
|-----|--------------------------------|--------------------------------|
| 1.1 | Full name: | Assupol |
| 1.2 | Appointed Information Officer: | Deon Marx |
| 1.3 | Street Address: | 308 Brooks Street, MENLO PARK |
| 1.4 | Postal Address: | PO Box 35900, MENLO PARK, 0102 |
| 1.5 | Telephone number: | (012) 362 1772 |
| 1.6 | Fax number: | (012) 362 3933 |
| 1.7 | E-mail address: | deonm@assupol.co.za |
| 1.8 | Website: | www.assupol.co.za |

2. THE HUMAN RIGHTS COMMISSION GUIDE ON HOW TO USE THE ACT

The Human Rights Commission is obligated in terms of the Act to compile in each official language, a guide in order to assist persons to exercise their rights in terms of the Act. The guide will be available for inspection by the public at the offices of the Human Rights Commission. Inquiries regarding the guide can be addressed to the Human Rights Commission, the contact details of which are as follows:

- | | | |
|-----|-------------------|---|
| 2.1 | Postal Address: | South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041 |
| 2.2 | Telephone number: | (011) 484-8300 |
| 2.3 | Fax number: | (011) 484-7146 |
| 2.4 | Website: | www.sahrc.org.za. |
| 2.5 | E-mail: | PAIA@sahrc.org.za |

A0546es (Assupol/kontrakte)
Tuesday, 18 February 2003/4a

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3. **RECORDS AUTOMATICALLY AVAILABLE AND IN RESPECT OF WHICH
ACCESS NEED NOT BE REQUESTED IN TERMS OF THE ACT**

Currently all records must be requested in terms of the Act.

4. **DESCRIPTION OF RECORDS HELD IN ACCORDANCE WITH ANY OTHER
LEGISLATION**

Assupol holds information/documents in accordance with the following legislation:

Long-Term Insurance Act, 52 of 1998

Employment Equity Act, 55 of 1998

Pension Funds Act, 24 of 1956

Pension Fund Regulations

Policyholder Protection Rules

Financial Intelligence Centre Act, 38 of 2001

Income Tax Act, 58 of 1962

Labour Relations Act, 66 of 1995

Value Added Tax Act, 89 of 1991

Basic Conditions of Employment Act, 75 of 1997

Unemployment Insurance Act, 63 of 2001

Trade Marks Act, 194 of 1993

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

National Payment System Act, 78 of 1998

Occupational Health & Safety Act, 85 of 1993

Skills Development Levies Act, 9 of 1999

Skills Development Act, 97 of 1998

Unemployment contributions Act, 4 of 2002

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Tuesday, 18 February 2003/4a

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Please take note that the information/documents held in terms of the aforesaid legislation is not automatically available to the public and access to same must accordingly be formally requested in terms of the Act.

5. **DESCRIPTION OF SUBJECTS ON WHICH ASSUPOL HOLDS RECORDS**

- 5.1 Finance;
- 5.2 Training;
- 5.3 Human Resources;
- 5.4 Facilities and Maintenance;
- 5.5 Business.

6. **DESCRIPTION OF CATEGORIES OF RECORDS HELD**

- 6.1 Financial Records;
- 6.2 Training manuals and policies.
- 6.3 Employment Agreements and Particulars of Employees;
- 6.4 Lease and Financing Agreements;
- 6.5 Business Agreements and documentation;

7. **PROCEDURE TO OBTAIN INFORMATION IN TERMS OF THE ACT**

- 7.1 The process to obtain information in terms of the Access to Information Act is briefly described hereunder. Please refer to the Act for a detailed description of the process.
 - 7.1.1 Request is made in terms of the Act by completing the prescribed application form.
 - 7.1.2 The completed application form together with the prescribed fee must then be sent to the following company official of Assupol:

A0546es (Assupol/kontrakte)
Tuesday, 18 February 2003/4a

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7.1.2.1	Name of Assupol Official:	Mr Deon Marx
7.1.2.2	E-mail address:	deonm@assupol.co.za
7.1.2.3	Telephone number:	(012) 362 1772
7.1.2.4	Fax number:	(012) 362 3933

7.1.3 Your request will then be reviewed by the designated official of Assupol. Please take note that should your application be successful an amount as specified in the regulations to the Act must be paid in order to obtain copies of the requested documentation.

7.1.4 It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right, you must follow the prescribed procedure and Assupol must not have a ground for refusal of the information in terms of the Act.

CM HUMPHRIES PROKUREURS

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

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1. Inleiding

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

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

'n Versoeker kan Mev CM Humphries 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 CM Humphries Prokureurs.

Woorde gebruik in die handleiding se betekenis is soos volg:

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

Kontakbesonderhede (Artikel 51(1) van die Wet)

Naam van Liggaam:	CM Humphries Prokureurs
Vennoot en Inligtingsbeampte	CM Humphries
Adres:	Rutgers Straat 450 Erasmuskloof Pretoria
Posadres	Posbus 1377 Wingate Park 0153
Telefoon:	(012) 347 0421
Faks:	(012) 347 2062
E-pos	marina.h@mweb.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 deru die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasie afdeling
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 in terme van Artikel 52(2) van die Wet (Artikel 51(1)(c) van die Wet)

Op hierdie stadium is geen kennisgewing gepubliseer nie.

5 Inligting / Dokumente beskikbaar ingevolge ander Wetgewing (Artikel 51(1)(d) van die Wet)

CM Humphries Prokureurs hou inligting / dokumente ingevolge die volgende wetgewing :

Insolvensiewet No 24 van 1936 (Artikels 134 & 155)
Inkomstebelastingwet No 58 van 1962 (Art 75)
Maatskappijwet No 61 van 1973
Wet op Prokureurs No 53 van 1978
Wet op Belasting op Toegevoegde Waarde No 89 van 1991 (Art 65)
Akteswet No 47/1937
Wet op Deeltitels No 95/1986

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

6 Inligting / Dokumente gehou deru CM Humphries Prokureurs in terme van die Wet (Artikel 51(1)(e) van die Wet)

CM Humphries Prokureurs hou inligting / dokumentasie soos hierna aangedui:

- Inligting ten opsigte van die operasionele handels en finansiële belange van CM Humphries Prokureurs
- Kontrakte
- Kliënte databasis
- Standaard Indiensnemingskontrakte

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

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

7 Ander Inligting (Artikel 51(1)(f) van die Wet)

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

8. Beskikbaarheid van die Handleiding

- 8.1 Die handleiding is beskikbaar by die kantore van CM Humphries Prokureurs;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van CM Humphries Prokureurs onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook in die Staatskoerant gepubliseer word;
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder regulasies).

LOUWRENS & COETZER

Act 2 of 2000, The Promotion of Access to Information

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

15 Athlone Avenue, Dalview, Docex 10 Brakpan, Tel: (011) 740 2326/7 Fax: (011) 2516
Email: coetzerr@iafrica.com

1. INTRODUCTION TO LOUWRENS & COETZER

Based on the East Rand of Gauteng, Louwrens & Coetzer is a legal practice providing legal services in most areas of law to individuals, organizations and business.

The aim of the manual is to assist potential requestors of the procedure to be followed when requesting access to information from Louwrens & Coetzer as contemplated in terms of the act.

2. CONTACT DETAILS OF THE PRIVATE BODY (SECTION 51(1)(a))

(a) Name of Business	: Louwrens & Coetzer
(b) Contact Person	: Mr. W.J. Kitching
(c) Postal Address	: P.O. Box 581 BRAKPAN 1540
(d) Street Address	: 15 Athlone Avenue Dalview BRAKPAN
(e) Telephone Number	: (011) 740 2326/7 (011)744 4960/1
(f) Fax Number	: (011) 740 2516
(g) E-mail Address	: coetzerr@iafrica.com

3. THE SECTION 10 GUIDE ON HOW TO USE THE ACT (SECTION 51(1)(b) FOR THE ACT

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will

be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

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

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

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

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

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

5. INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)(d) OF THE ACT)

The following information is available:

- Insolvency Act, No. 24 of 1936 (Sections 134 and 155)
- Income Tax Act, No. 58 of 1962 (Section 75)
- Copyright Act, No. 98 of 1978
- Attorneys Act, No. 53 of 1979
- Regional Services Councils Act, No 109 of 1985
- Value Added Tax Act, No 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (Section 97)
- Labour Relations Act, No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997 (Section 31)
- Employment Equity Act, No 55 of 1998 (Section 26)
- Skills Development Act, No 97 of 1998
- 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 LOUWRENS & COETZER IN

TERMS OF THE ACT

Louwrens & Coetzer holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Louwrens & Coetzer;
- 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;
- Louwrens & Coetzer Personnel Report;
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- 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 Louwrens & Coetzer 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 Louwrens & Coetzer, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Louwrens & Coetzer.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

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

for

CLAASSEN COETZEE INCORPORATED
Attorneys, Notaries & Conveyancers

MANUAL

MANUAL

INDEX

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2. Definitions
3. Contact details
4. Guide in terms of Section 10 of the Act
5. Notice(s) in terms of Section 52(2) of the Act
6. Information / documents available in accordance with other legislation
7. Documents / information held by the firm in terms of the Act
8. Other information
9. Availability of the Manual

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 finalized, the latest version of the manual will be made public.

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

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 Claassen Coetzee Incorporated, structured as a 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"	HERMAN CARL COETZEE, Director of the company 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	CLAASSEN COETZEE INCORPORATED
Appointed Information Officer	H C Coetzee
Address	Unit 10, Panorama Office Estate Kudu Avenue Allen's Nek, ROODEPOORT
Postal address	P O Box 1516 Strubensvallei 1735
Telephone	(011) 475-1421
Fax	(011) 475-9598
e-mail	herman@claassencoetzee.co.za
Website address	not yet in operation

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
Fax
Website
e-mail

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

The above records, in so far as being of a public nature, are available automatically without a person 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 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
- 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.

**CENTURION RESIDENTIAL ESTATE & COUNTRY CLUB, AN ASSOCIATION INCORPORATED IN
TERMS OF SECTION 21 OF THE COMPANIES ACT, 61 OF 1973, WITH REGISTRATION NUMBER:
1995/013780/08**

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

1. INTRODUCTION

Any requestor is advised to contact Mr R Otto should he/she require assistance in requesting information / documents from the Centurion Residential Estate & Country Club.

2. CONTACT DETAILS

The Centurion Residential Estate & Country Club is an Association incorporated in terms of Section 21 of the Companies Act, 61 of 1973, with registration number 1995/013780/08. Its general Manager can be contacted at Tel: 012-665-0506 or PO Box 66171, Highveld X 7, 0169 or at 19 Canyon Close, Centurion Residential Estate & Country Club, Highveld X 7, 0169.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

A guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from them. They can be contacted at Tel: 27 11 484 8300.

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

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

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

The Centurion Residential Estate & Country Club keeps information in accordance with the following legislation -Companies Act, 61 of 1973 specifically

- (i) Memorandum of Association
- (ii) Articles of Incorporation
- (iii) Rules & Regulations issued under the above

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

**6. DOCUMENTS / INFORMATION HELD BY THE CENTURION RESIDENTIAL ESTATE & COUNTRY
CLUB IN TERMS OF THE ACT**

-Details relating to the operational, commercial and financial interest of the Centurion Residential Estate & Country Club

-Commercial contracts

-Residents data base with regard to their personal information, information on litigation, information on agreements & proposals

-Standard Employment Contracts

-Personnel Reports of the Centurion Residential Estate & Country Club

-Human Resources i.e. personal information of past & present employees and directors

-Insurance policies

-Security manuals & prescribed procedures

-Newsletters

-Minutes of directors meetings

Any and all of the documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by the Centurion Residential Estate & Country Club is automatically available without a person having to request access in terms of and subject to the provisions of the Act. A request should be made in the prescribed form, addressed to the information officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION

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

8. AVAILABILITY OF THE MANUAL & RECORDS

This manual & the records are available for inspection at the offices of the Centurion Residential Estate & Country Club at their offices c/o John Vorster Drive and Nellmapius Drive, Highveld X 7, free of charge. Copies may be obtained, subject to payment of the prescribed fee.

**CENTURION RESIDENSIELE LANDGOED & BUITEKLUB, 'N ASSOSIASIE GEREgistreER IN
TERME VAN ARTIKEL 21 VAN DIE MAATSKAPPYEWET, 61 VAN 1973, MET
REGISTRASIE NOMMER 1995/013780/08**

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

1. INLEIDING

'n Versoeker kan die algemene bestuurder, Mnr R Otto kontak indien hy/sy bystand verlang met betrekking tot die rig van 'n versoek tot inligting / dokumente van die Centurion Residensiële Landgoed & Buiteklub.

2. KONTAKBESONDERHEDE

Die Centurion Residensiële Landgoed & Buiteklub is 'n Assosiasie geregistreer in terme van artikel 21 van die Maatskappyyewet, 61 van 1973. Die algemene bestuurder kan gekontak word by Tel: 012-665-0506 of Posbus 66171, Highveld X 7, 0169 of by Canyon Close 19, Centurion Residensiële Landgoed & Buiteklub, Highveld X 7, 0169.

3. GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET

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

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

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

5. INLIGTING / DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING

Die Centurion Residensiële Landgoed & Buiteklub hou inligting / dokumente ingevolge die volgende wetgewing -Maatskappyyewet, 61 van 1973, spesifiek

- (i) Akte van oprigting
- (ii) Statute
- (iii) Reëls & Regulasies afgekondig in terme van bovermelde, welke rekords outomaties beskikbaar is aan 'n versoeker insoverre dit van publieke aard is.

6. INLIGTING / DOKUMENTE GEHOU DEUR DIE CENTURION RESIDENSIELE LANDGOED & BUITEKLUB IN TERME VAN DIE WET

-Inligting ten opsigte van operasionele-, handels- en finansiële belange van die Centurion Residensiële Landgoed & Buiteklub

-Kontrakte

-Inwoners databasis met betrekking tot persoonlike inligting, inligting ten opsigte van litigasie, inligting ten opsigte van ooreenkomste & voorstelle

-Standaard Indiensnemingskontrakte

-Personeel Verslae i.e gegewens van huidige en gewese werknemers & direkteure

-Versekeringspolisse

-Sekuriteitsprosedures en voorgeskrewe riglyne

-Nuusblaie

-Notules van direkteursvergaderinge

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur die Centurion Residensiële Landgoed & Buiteklub gehou word is outomaies bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie. 'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

7. ANDER INLIGTING

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

8. BESKIKBAARHEID VAN DIE HANDLEIDING

Die Handleiding is gratis beskikbaar vir inspeksie by die kantore van die Centurion Residensiële Landgoed & Buiteklub te h/v Nellmapius & John Vorster rylane, Highveld X 7. Afskrifte van die Handleiding kan verkry word teen betaling van die voorgeskrewe fooi.

**PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000
SECTION 51 MANUAL FOR LOWER QUARTILE SOLUTIONS(PTY)LTD**



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INTRODUCTION TO LOWER QUARTILE SOLUTIONS (PTY) LTD

The primary objective of LQS is to improve the bottom line performance of its clients, through effective application and integration of systems and best practices.

Mission

"To Enhance Client Profitability through Partnership"

Vision

It is the vision of LQS to employ the specialist skills of qualified individuals, appropriate leading edge technology and best operating practices to provide the client with a cost effective total mining solution thereby enhancing client profitability through partnership.

Approach

Through a continuous process of identifying the most cost effective systems available, LQS can ensure that the best solutions are implemented. LQS has adopted a bottom-up approach, in other words effective application prior to integration. The subsequent integration is solution driven considering the integration and communication of applicable information.

LQS Consulting

Lower Quartile Solutions offers a specialist mining consulting service, which arose from a demand in the market place for more comprehensive consulting work, that is providing a total solution to the client. This is achieved through identifying problem areas and applying best practices. These best

practices are matched to performance standards and achieved through operational processes. The mining solution provided is developed ensuring that key constraints are taken cognisance of as well as alignment with the organisation's vision. It is the primary objective of LQS to provide its clients with a unique service, that being overall performance improvement through partnership.

PARTICULARS IN TERMS OF SECTION 51

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

The **ADMINISTRATOR** of LQS will act as the Information Officer that will deal with all matters in connection with requests for information in terms of Promotion of Access to Information Act, 2 of 2000.

Postal address:	PO Box 7489 Halfway House 1685
Street address:	563 Main Road Momentum Business Park, Building 4 Midrand
Telephone:	+27 11 805 9496
Facsimile:	+27 11 805 8865
E-mail:	lqs@lqs.co.za

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

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

The Human Rights Commission:

Postal address:	Private Bag 2700 HOUGHTON 2041
Telephone:	+27 11 484 8300
Facsimile:	+27 11 484 0582
Website:	http://www.sahrc.org.za

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

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

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

- Income Tax Act, Nr. 58 of 1962
- Companies Act, Nr. 61 of 1973
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation of Occupational Injuries and Diseases Act, Nr. 130 of 1993
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997
- Employment Equity Act, Nr. 55 of 1998
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY LQS AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**5.1 How to request a record [See pro forma request form in Section 9]**

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

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

5.2 Categories of records held by LQS**5.2.1 Web page**

The web page, www.lqs.co.za, is accessible to anyone who has access to the Internet. LQS's website has the following categories:

- Introduction
 - Mission
 - Vision
 - Approach
 - LQS Consulting

- Tramman
- Surfman
- LQS Software
- Funding Mechanisms
- Services
 - LQS Consulting
- Office Location
- Personnel
- Project Funding
 - Outright purchase option
 - Self funding option
 - Shared risk option
- Asset Management
 - Tramman
 - Surfman
- Contact information

5.2.2 Other records

- *Operational information*

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

- *Communications*
- *Disciplinary files*
- *LQS database (electronic)*
- *Director's minutes*
- *Incorporation documents of LQS*
- *Financial records, including accounting records and auditor's report*
- *Client matters*

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

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

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

This manual is available from the South African Human Rights Commission (see details above), LQS (see details above), the Gazette and in electronic format at <http://www.lqs.co.za>.

DP**DE JONGH
& PIENAAR**ATTORNEYS & CONVEYANCERS/PROKUREURS & AKTEVERVAARDIGERS
NOTARIES & ADMINISTRATORS OF ESTATES/NOTARRISSE & BOEDELBEREDDERAARSTel: (012) 342 1532
Faks: (012) 430 4181
J G DE JONGH HUIS
HILDA STR 236 HATFIELDDOCEX 32 PTA
POSBUS 385
GROENKLOOF
0027
REG.NO 1997/012763/21**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN
DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING,
NO. 2 VAN 2000****INDEKS****BLADSY**

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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die procedure wat gevolg moet word wanneer toegang tot inligting/dokumente van DE JONGH & PIENAAR 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 Conri Botha kontak indien hy/sy bystand verland met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting/dokumente van DE JONGH & PIENAAR PROKUREURS.

Woorde gebruik in die handleiding se betekenis is soos volg:-

"die Wet"	Beteken die Wet op die Bevordering van Toegang tot inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	Beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van DE JONGH & PIENAAR PROKUREURS.
"DE JONGH & PIENAAR PROKUREURS"	Beteken DE JONGH & PIENAAR PROKUREURS, gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede/organisasies;

2

"SAMK"
"Inligtingsbeampte"

Beteken die Suid-Afrikaanse Menseregtekommissie.
Die senior vennoot van DE JONGH & PIENAAR
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: DE JONGH & PIENAAR PROKUREURS
Vennoot en inligtingsbeampte: NICOLAAS DANIEL DE JONGH
Adres: DIE J G DE JONGH HUIS; HILDA STRAAT 236;
HATFIELD; PRETORIA 0002
Posadres: POSBUS 385, GROENKLOOF, 0027
Telefoon: (012) 342 1532
Faks: (012) 430 4181
E-pos: andrienv@djp.co.za
Webblad:

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

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

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

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

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

DE JONGH & PIENAAR PROKUREURS hou inligting/dokumente

Ons diens verseker u sukses!

3

ingevolge die volgende wetgewing (neem aseblief kennis dat hierdie nie die volledige lys is nie):-

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 61 van 1973
- Die Wet op Kopiereg, No. 98 van 1978
- Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -sieks, 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
- Werklooshuiversversekeringswet, 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 GEHOUD DEUR DE JONGH & PIENAAR PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

DE JONGH & PIENAAR PROKUREURS hou inligting/dokumente soos hiernaas aangedui:

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

Die DE JONGH & PIENAAR webblad (adres), welke toeganklik is vir enige persoon wat toegang het tot die internet, bevat 'n profiel van DE JONGH & PIENAAR PROKUREURS, kontakbesonderhede, dienstegelewer en deskundigheid sowel as profesionele werknemers.

Ons diens verseker u sukses!

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 DE JONGH & PIENAAR 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.

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van DE JONGH & PIENAAR PROKUREURS;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van DE JONGH & PIENAAR PROKUREURS onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en DE JONGH & PIENAAR PROKUREURS (adres) en sal ook gepubliseer word in die Staatskoerant.
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestructuur nie. Die vorms en fooiestructuur 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").

Ons diens verseker u sukses!

Promotion of Access to Information Act Manual

(in accordance with section 51 of the Promotion of Access to Information act, No 2 of 2000)

Introduction to Triquetra Financial Services

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

The Head of / Information Officer: CE Schutte

Physical address: 520 Peerboom Street, Doornpoort, Pretoria

Postal address: PO Box 80092, Doornpoort, 0017

Tel number: 012 547 1606 Fax number 012 547 4006

Email address admin@triquetra.co.za

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

Should you require greater clarity you are referred to the Guide that will be published by The South African Human Rights Commission by not later than August 2003.

The Guide will be printed in the Government Gazette and be available for inspection by the public at the offices of the Human Rights Commission. Direct any queries to:

The South African Human Rights Commission, PAIA Unit, Research and

Documentation Department, Private Bag 2700, Houghton. 2041 Tel no. 011 484 8300;

Fax no. 011 484 7146; www.sahrc.org.za

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

Basic Conditions of Employment Act, No. 97 of 1997

Unemployment Contributions Act, No. 4 of 2002

Unemployment Insurance Act, No. 63 of 2001

Skills Development Act, No. 97 of 1998

Skills Development Levies Act, No. 9 of 1999

Value Added Tax Act, No. 89 of 1991

Short Term Insurance Act, No. 53 of 1998

Financial Advisory and Intermediary Services Act, No. 37 of 2002

Financial Intelligence Centre Act, No. 38 of 2002

4. Access to the records held by Triquetra Financial Services [Sections 51(1)(c) and 51(1)(e)]

i. Client Financial Needs Analysis, Client Risk Profile, Client Financial Products and Services Summary [Section 51(1)(c)]

ii. Human Resources : [Section 51(1)(e)]

- Employment contracts
- Disciplinary and Grievance Procedure records
- Internal correspondence

iii. The request procedures:

- The requester must use the prescribed form to make the request for

access to a record. This must be made to the head of Triquetra Financial Services. This request must be made to the address, fax number or electronic mail address mentioned above. [s 53(1)].

The requester must provide sufficient detail on the request form to enable the head of Triquetra Financial Services 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 head of Triquetra Financial Services will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to the brokerage is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 4(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

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

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

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

This manual is available for inspection at the offices of the head of Triquetra Financial Services free of charge at the above mentioned address; and copies are available with the SAHRC, as well as published in the Government Gazette .

**PROKLAND BELEGGINGS (PROPRIETARY)
LIMITED**

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

ACT NO. 2 OF 2000 ("the Act")

1. **CONTACT PARTICULARS OF PROKLAND BELEGGINGS (PTY) LTD FOR PURPOSES OF THE ACT**

- | | | |
|-----|----------------------|--|
| 1.1 | Full name: | Prokland Beleggings (Pty) Ltd |
| 1.2 | Head of the Company: | ID Lessing |
| 1.3 | Street Address: | 361 Veale Street, Brooklyn Pretoria, Gauteng, South-Africa |
| 1.4 | Postal Address: | PO Box 619, Pretoria, Gauteng, 0001 |
| 1.5 | Telephone number: | +27 12 427-3700 |
| 1.6 | Fax number: | +27 12 427-3777 |
| 1.7 | E-mail address: | dlessing@gvmi.co.za |
| 1.8 | Website: | www.gvmi.co.za |

2. **THE HUMAN RIGHTS COMMISSION GUIDE ON HOW TO USE THE ACT**

The Human Rights Commission is obligated in terms of the Act to compile in each official language, a guide in order to assist persons to exercise their rights in terms of the Act. The guide will be available for inspection by the public at the offices of the Human Rights Commission. Inquiries regarding the guide can be addressed to the Human Rights Commission, the contact details of which are as follows:

- | | | |
|-----|-------------------|---|
| 2.1 | Postal Address: | South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041 |
| 2.2 | Telephone number: | (011) 484-8300 |
| 2.3 | Fax number: | (011) 484-7146 |
| 2.4 | Website: | www.sahrc.org.za. |
| 2.5 | E-mail: | PAIA@sahrc.org.za |

3. **RECORDS AUTOMATICALLY AVAILABLE AND IN RESPECT OF WHICH ACCESS NEED NOT BE REQUESTED IN TERMS OF THE ACT**

Currently all records must be requested in terms of the Act.

Prokland Manual
20021029/1c

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4. **DESCRIPTION OF RECORDS HELD IN ACCORDANCE WITH ANY OTHER LEGISLATION**

Prokland Beleggings (Pty) Ltd holds information/documents in accordance with the following legislation:

Income Tax Act, 58 of 1962

Value Added Tax Act, 89 of 1991

Companies Act, 61 of 1973

Copyright Act, 98 of 1978

Please take note that the information/documents held in terms of the aforesaid legislation is not automatically available to the public and access to same must accordingly be formally requested in terms of the Act.

5. **DESCRIPTION OF SUBJECTS ON WHICH PROKLAND BELEGGINGS (PTY) LTD HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

Please refer to the Schedule attached hereto as Annexure "A".

6. **PROCEDURE TO OBTAIN INFORMATION IN TERMS OF THE ACT**

6.1 The process to obtain information in terms of the Access to Information Act is briefly described hereunder. Please refer to the Act for a detailed description of the process.

6.1.1 Request is made in terms of the Act by completing the prescribed application form.

6.1.2 The completed application form together with the prescribed fee must then be send to the following company official of Prokland Beleggings (Pty) Ltd:

6.1.2.1 Name of Prokland Beleggings (Pty) Ltd official: I D Lessing

6.1.2.2 e-mail address: dlessing@gvmi.co.za

6.1.2.3 telephone number: +27 12 427 3733

6.1.2.4 fax number: +27 12 472-3777

6.1.3 Your request will then be reviewed by the designated official of Prokland Beleggings (Pty) Ltd. Please take note that should your application be successful an amount as specified in the regulations to the Act must be paid in order to obtain copies of the requested documentation.

6.1.4 It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right, you must follow the prescribed procedure and Prokland Beleggings (Pty) Ltd must not have a ground for refusal of the information in terms of the Act. You will be notified in the manner indicated by you on the request form whether your request has been approved.

ANNEXURE "A"

**SCHEDULE OF SUBJECTS ON WHICH PROKLAND BELEGGINGS
(PTY) LTD HOLDS RECORDS AND THE CATEGORIES OF SUCH
RECORDS HELD**

ANNEXURE "A"**SCHEDULE OF SUBJECTS ON WHICH PROKLAND BELEGGINGS (PTY) LTD
HOLDS RECORDS AND THE CATEGORIES OF SUCH RECORDS HELD**

SCHEDULE OF SUBJECTS	CATEGORIES OF SUCH RECORDS HELD
Services	Share Certificates
Finance	Tax Returns Monthly Management Reports
Company Secretarial	Memorandum and Articles of Association and Certificate to Commence Business Company Registration Documents Directors Minutes Book General Meetings Minutes Book Registers Required by Companies Act, including Members Register

**GILDENHUYS VAN DER MERWE CORPORATE
AND LEGAL ADVISERS PROPRIETARY LIMITED**

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

ACT NO. 2 OF 2000 (“the Act”)

1. **CONTACT PARTICULARS OF GILDENHUYS VAN DER MERWE CORPORATE AND LEGAL ADVISERS (PTY) LTD FOR PURPOSES OF THE ACT**

- 1.1 Full name: Gildenhuis van der Merwe Corporate and Legal Advisers (Pty) Ltd
- 1.2 Head of the Company: ID Lessing
- 1.3 Street Address: 361 Veale Street, Brooklyn Pretoria, Gauteng, South-Africa
- 1.4 Postal Address: PO Box 619, Pretoria, Gauteng, 0001
- 1.5 Telephone number: +27 12 427-3700
- 1.6 Fax number: +27 12 427-3777
- 1.7 E-mail address: dlessing@gvmi.co.za
- 1.8 Website: www.gvmi.co.za

2. **THE HUMAN RIGHTS COMMISSION GUIDE ON HOW TO USE THE ACT**

The Human Rights Commission is obligated in terms of the Act to compile in each official language, a guide in order to assist persons to exercise their rights in terms of the Act. The guide will be available for inspection by the public at the offices of the Human Rights Commission. Inquiries regarding the guide can be addressed to the Human Rights Commission, the contact details of which are as follows:

- 2.1 Postal Address: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041
- 2.2 Telephone number: (011) 484-8300
- 2.3 Fax number: (011) 484-7146
- 2.4 Website: www.sahrc.org.za.
- 2.5 E-mail: PAIA@sahrc.org.za

3. **RECORDS AUTOMATICALLY AVAILABLE AND IN RESPECT OF WHICH ACCESS NEED NOT BE REQUESTED IN TERMS OF THE ACT**

Currently all records must be requested in terms of the Act.

4. **DESCRIPTION OF RECORDS HELD IN ACCORDANCE WITH ANY OTHER LEGISLATION**

Gildenhuis van der Merwe Corporate and Legal Advisers (Pty) Ltd holds information/documents in accordance with the following legislation:

Insolvency Act, 24 of 1936

Income Tax Act, 58 of 1962

Value Added Tax Act, 89 of 1991

Companies Act, 61 of 1973

Trade Marks Act, 194 of 1993

Administration of Estates Act, 66 of 1965

Trust Property Control Act, 57 of 1988

Copyright Act, 98 of 1978

Please take note that the information/documents held in terms of the aforesaid legislation is not automatically available to the public and access to same must accordingly be formally requested in terms of the Act.

5. **DESCRIPTION OF SUBJECTS ON WHICH GILDENHUIS VAN DER MERWE CORPORATE AND LEGAL ADVISERS (PTY) LTD HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

Please refer to the Schedule attached hereto as Annexure "A".

6. **PROCEDURE TO OBTAIN INFORMATION IN TERMS OF THE ACT**

6.1 The process to obtain information in terms of the Access to Information Act is briefly described hereunder. Please refer to the Act for a detailed description of the process.

6.1.1 Request is made in terms of the Act by completing the prescribed application form.

6.1.2 The completed application form together with the prescribed fee must then be sent to the following company official of Gildenhuis van der Merwe Corporate and Legal Advisers (Pty) Ltd:

6.1.2.1 Name of Gildenhuis van der Merwe Corporate and Legal Advisers (Pty) Ltd official: I D Lessing

6.1.2.2 e-mail address: dlessing@gvml.co.za

6.1.2.3 telephone number: +27 12 427 3733

6.1.2.4 fax number: +27 12 472-3777

Corporate & Legal Manual
20021029/1c

- 3 -

- 6.1.3 Your request will then be reviewed by the designated official of Gildenhuis van der Merwe Corporate and Legal Advisers (Pty) Ltd. Please take note that should your application be successful an amount as specified in the regulations to the Act must be paid in order to obtain copies of the requested documentation.
- 6.1.4 It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right, you must follow the prescribed procedure and Gildenhuis van der Merwe Corporate and Legal Advisers (Pty) Ltd must not have a ground for refusal of the information in terms of the Act. You will be notified in the manner indicated by you on the request form whether your request has been approved.

ANNEXURE "A"

**SCHEDULE OF SUBJECTS ON WHICH GILDENHUYS VAN DER
MERWE CORPORATE AND LEGAL ADVISERS (PTY) LTD HOLDS
RECORDS AND THE CATEGORIES OF SUCH RECORDS HELD**

ANNEXURE "A"

**SCHEDULE OF SUBJECTS ON WHICH GILDENHUYS VAN DER MERWE
CORPORATE AND LEGAL ADVISERS (PTY) LTD HOLDS RECORDS AND THE
CATEGORIES OF SUCH RECORDS HELD**

SCHEDULE OF SUBJECTS	CATEGORIES OF SUCH RECORDS HELD
Services	Client Files consisting of correspondence, records of clients and Company and Master searchs
Finance	Business Bank Account Statements Bank Reconciliations Debtor Records Creditor Records
Facilities and Maintenance	Inventory of Assets Lease Agreements of Leased Premises Maintenance Agreements
Company Secretarial	Memorandum and Articles of Association and Certificate to Commence Business Company Registration Documents Directors Minutes Book General Meetings Minutes Book Registers Required by Companies Act, including Members Register
Administration and Client Services	Client Database Service Provider Database

**GILDENHUYS VAN DER MERWE
INCORPORATED**

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

ACT NO. 2 OF 2000 ("the Act")

1. **CONTACT PARTICULARS OF GILDENHUYS VAN DER MERWE
INCORPORATED FOR PURPOSES OF THE ACT**

- 1.1 Full name: Gildenhuis van der Merwe Incorporated
- 1.2 Head of the Company: ID Lessing
- 1.3 Street Address: 361 Veale Street, Brooklyn Pretoria, Gauteng, South-Africa
- 1.4 Postal Address: PO Box 619, Pretoria, Gauteng, 0001
- 1.5 Telephone number: +27 12 427-3700
- 1.6 Fax number: +27 12 427-3777
- 1.7 E-mail address: dlessing@gvmi.co.za
- 1.8 Website: www.gvmi.co.za

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- 2.1 Postal Address: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041
- 2.2 Telephone number: (011) 484-8300
- 2.3 Fax number: (011) 484-7146
- 2.4 Website: www.sahrc.org.za.
- 2.5 E-mail: PAIA@sahrc.org.za

3. **RECORDS AUTOMATICALLY AVAILABLE AND IN RESPECT OF WHICH ACCESS NEED NOT BE REQUESTED IN TERMS OF THE ACT**

Currently all records must be requested in terms of the Act.

4. **DESCRIPTION OF RECORDS HELD IN ACCORDANCE WITH ANY OTHER LEGISLATION**

Gildenhuys van der Merwe Incorporated keeps information/documents in accordance with the following legislation:

Attorneys Act, 53 of 1979

Employment Equity Act, 55 of 1998

Pension Funds Act, 24 of 1956

Prevention of Organised Crime Act, 121 of 1998

Skills Development Act, 97 of 1998

Financial Intelligence Centre Act, 38 of 2001

Insolvency Act, 24 of 1936

Inspection of Financial Institutions Act, 80 of 1998

Income Tax Act, 58 of 1962

Labour Relations Act, 66 of 1995

Value Added Tax Act, 89 of 1991

Basic Conditions of Employment Act, 75 of 1997

Unemployment Insurance Act, 63 of 2001

Companies Act, 61 of 1973

Trade Marks Act, 194 of 1993

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Administration of Estates Act, 66 of 1965

Trust Property Control Act, 57 of 1988

Transfer Duty Act, 40 of 1949

Skills Development Levies Act, 9 of 1999

Matrimonial Properties Act, 88 of 1984

Copyright Act, 98 of 1978

Occupational Health & Safety Act, 85 of 1993

Unemployment Contributions Act, 4 of 2001

Please take note that the information/documents held in terms of the aforesaid legislation is not automatically available to the public and access to same must accordingly be formally requested in terms of the Act.

5. **DESCRIPTION OF SUBJECTS ON WHICH GILDENHUYS VAN DER MERWE INCORPORATED HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

Please refer to the Schedule attached hereto as Annexure "A".

6. **PROCEDURE TO OBTAIN INFORMATION IN TERMS OF THE ACT**

6.1 The process to obtain information in terms of the Access to Information Act is briefly described hereunder. Please refer to the Act for a detailed description of the process.

6.1.1 Request is made in terms of the Act by completing the prescribed application form.

6.1.2 The completed application form together with the prescribed fee must then be sent to the following company official of Gildenhuis van der Merwe Incorporated:

6.1.2.1 Name of Gildenhuis van der Merwe Incorporated official: I D Lessing

6.1.2.2 e-mail address: dlessing@gvmi.co.za

6.1.2.3 telephone number: +27 12 427 3733

6.1.2.4 fax number: +27 12 472-3777

6.1.3 Your request will then be reviewed by the designated official of Gildenhuis van der Merwe Incorporated. Please take note that should your application be successful an amount as specified in the regulations to the Act must be paid in order to obtain copies of the requested documentation.

6.1.4 It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right, you must follow the prescribed procedure and Gildenhuis van der Merwe Incorporated must not have a ground for refusal of the information in terms of the Act. You will be notified in the manner indicated by you on the request form whether your request has been approved.

ANNEXURE "A"

**SCHEDULE OF SUBJECTS ON WHICH GILDENHUYS VAN DER
MERWE INCORPORATED HOLD RECORDS AND THE CATEGORIES
OF SUCH RECORDS HELD**

ANNEXURE "A"

**SCHEDULE OF SUBJECTS ON WHICH GILDENHUYS VAN DER MERWE
INCORPORATED HOLD RECORDS AND THE CATEGORIES OF SUCH RECORDS
HELD**

SCHEDULE OF SUBJECTS	CATEGORIES OF SUCH RECORDS HELD
Legal	Client Files consisting of correspondence, records of clients and documents prepared on behalf of clients Database of Pleadings, Legal Opinions and Draft Agreements
Finance	Trust Bank Account Statements Business Bank Account Statements Records regarding Personnel Management Records Financing Agreements Tax Returns Bank Reconciliations Audited Annual Financial Statements Monthly Management Account Debtor Records Creditor Records Financial Lease Agreements Installment Sale Agreements
Information Technology (IT) and Intellectual Property	Software Licenses and Register of Software Licenses

**CANCA INCORPORATED
ATTORNEYS**

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

INDEX	PAGE
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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 **CANCA 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. Canca should he / she require any assistance in respect of the utilization of this manual and / or the requesting of information / documentation from **CANCA Incorporated**.

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 CANCA Incorporated from time to time;
"CANCA Incorporated"	shall mean CANCA Incorporated , registration number 96/006459/21, 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"	The senior partner of CANCA Incorporated who has been appointed as the Information Officer of CANCA Incorporated , to which requests for information in terms of the Act, should be addressed.

2. CONTACT DETAILS

Name of Body	:	CANCA INCORPORATED
Partner and appointed Information Officer	:	MR. M. P. CANCA
Address	:	GROUND FLOOR CORPORATE PLACE 23 FREDMAN DRIVE SANDTON 2196
Postal Address	:	Docex 49 Sandton
Telephone	:	+2711 324 1300
Fax	:	+2711 324 1314
E-mail	:	<u>cancajhb@canca.co.za</u>

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	:	+2711 484 8300
Fax	:	+2711 484 0582 / 1360
Website	:	<u>www.sahrc.org.za</u>
E-mail	:	<u>PAIA@sahrc.org.za</u>

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)

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

- Insolvency Act, No. 24 of 1936 (Sections 134 and 155)
- Income Tax Act, No 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Attorneys Act, No. 53 of 1979

- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety, 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

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 CANCA INCORPORATED. IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

CANCA Incorporated holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of **CANCA 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
- **CANCA Incorporated** personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by **CANCA 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, 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 **CANCA Incorporated**, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of **CANCA Incorporated**
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.co.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.co.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations")

**HANDLEIDING IN TERME VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000
VAN STADEN, VORSTER & NYSSCHEN PROKUREURS
HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE
BEVORDERING VAN TOEGANG TOT INLIGTING NO. 2 VAN 2000**

INDEKS**BLADSY**

1.	Inleiding	1
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3.	Riglyne in terme van Artikel 10 van die Wet	1
4.	Kennleging(s) in terme van Artikel 52(2) van die Wet	2
5.	Inligting / dokumente beskikbaar ingevolge ander Wetgewing	2
6.	Inligting / dokumente gehou deur VAN STADEN VORSTER & NYSSCHEN in terme van die Wet	2
7.	Ander inligting	2
8.	Beskikbaarheid van die Handleiding	2
1.	INLEIDING	
	Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van VAN STADEN, VORSTER & NYSSCHEN 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 J M Nysschen kontak indien hy / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van VAN STADEN, VORSTER & NYSSCHEN.	
	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 aanhangsele daartoe, welke van tyd tot tyd beskikbaar is by die kantore van VAN STADEN, VORSTER & NYSSCHEN;
	"VAN STADEN VORSTER & NYSSCHEN"	beteken VAN STADEN VORSTER & NYSSCHEN Prokureurs, gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsvertegenwoordiging aan individuele kliënte en besighede / organisasies;
	"SAMK"	beteken die Suid-Afrikaanse Menseregte-kommissie.
	"Inligtingsbeampte"	beteken die senior vennoot van VAN STADEN, VORSTER & NYSSCHEN is aangewys as die inligtingsbeampte van VAN STADEN, VORSTER & NYSSCHEN, 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 STADEN VORSTER & NYSSCHEN PROKUREURS
	Vennoot en inligtingsbeampte:	MNR J M NYSSCHEN
	Adres:	Kamer 11095, West End Gebou, Leaskstraat 51, KLERKSDORP Ook kantore te Vanasta Gebou, Hartbeesfonteinweg, STILFONTEIN
	Posadres:	Posbus 101, KLERKSDORP, 2570 en Posbus 282, STILFONTEIN, 2560
	Telefoon:	(018) 462 5781 (018) 484 4314 (Stilfontein)
	Faks:	(018) 462 9590 (018) 484 4365 (Stilfontein)
	E-pos:	periti@icon.co.za vsyn@iafrica.com (Stilfontein)
3.	GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b) van die Wet)	
	In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet.	
	Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.	
	Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:	
	PAIA Eenheid	
	Navorsing- en dokumentasie Afdeling	
	Privaatsak 2700	
	HOUGHTON	
	2041	
	Telefoon:	+27 11 484 8300
	Faks:	+27 11 484 0582/1360
	Webblad:	www.sahrc.org.za
	E-pos:	PAIA@sahrc.org.za

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

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

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

VAN STADEN, VORSTER & NYSSCHEN hou inligting / dokumente ingevolge die volgende Wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

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

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

6. INLIGTING / DOKUMENTE GEHOU DEUR VAN STADEN, VORSTER & NYSSCHEN IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

VAN STADEN, VORSTER & NYSSCHEN hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van VAN STADEN, VORSTER & NYSSCHEN
- 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 indien van toepassing
- Verslag oor vaardigheidsontwikkeling indien van toepassing
- VAN STADEN, VORSTER & NYSSCHEN Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke indien van toepassing
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfonds (nie van toepassing)

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

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

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van VAN STADEN, VORSTER & NYSSCHEN;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van VAN STADEN, VORSTER & NYSSCHEN, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant;
- 8.4 Die handleiding wat bekombaar is op die webblad van SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en foonestruktuur nie. Die vorms en foonestruktuur 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").

BUYS PROKUREURS

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

INDEKS

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

BLADSY

- 1
- 1
- 1
- 1
- 1
- 1
- 1
- 1

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 BUYS 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 MARIUS BUYS 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 BUYS PROKUREURS.

Woorde gebruik in die handleiding se betekenis is soos volg:-

- "Die Wet" beteken die Wet op die Bevordering van Toegang tot Inligting, No.2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
- "Die Handleiding" beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van BUYS PROKUREURS;
- "Buys Prokureurs" beteken BUYS PROKUREURS, gestruktureer as 'n EENMANSAAK en welke firma regsadvies gee asook regsvertegenwoordiging aan individuele kliënte en besighede / organisasies;
- "SAMK" beteken die Suid-Afrikaanse Menseregtekommissie.
- "Inligtingsbeampte" MARIUS BUYS van BUYS PROKUREURS is aangewys as die inligtingsbeampte van BUYS 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 : BUYS PROKUREURS
Inligtingsbeampte : MNR MARIUS BUYS
Adres : THE VILLAGEWEG 417A, MENLO PARK, PRETORIA
Posadres : POB 71648, DIE WILGERS, 0041
Telefoon : 012 - 361 5171
Faks : 012 - 361 1332

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 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 oos volg :

PAIA EENHEID	TELEFOON : +27 11 484 8300
NAVORSING- EN DOKUMENTASIEAFDELING	FAKS : +27 11 484 0582/1360
PRIVAATSAK 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 kennisgewings gepubliseer nie.

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

Op hierdie stadium is geen inligting/dokumente gehou kragtens wetgewing nie.

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

BUYS PROKUREURS hou inligting/dokumente soos hierna aangedul :

1. Inligting ten opsigte van die operasionele-, handels- en finansiële belande van BUYS PROKUREURS
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- standaard indienemingskontrakte

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

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

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

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

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

- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van BUYS 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 BUYS PROKUREURS, 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 foalestruktuur nie. Die vorms en foalestruktuur kan verkry word deur op die webblad van die SAMK of die Departement van Justisie in Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

IDION TECHNOLOGY HOLDINGS LIMITED

(Registration number: 1998/013846/06)

and various of its subsidiaries

("IDION")

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

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1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from IDION 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 Jacobus Johannes De Wet Vlok should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of documents / information from Idion.

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 Idion from time to time;
"Idion"	shall mean Idion Technology Holdings Limited, and various of its subsidiaries as set out in part 9, page 4 and further of this manual;
"SAHRC"	shall mean the South African Human Rights Commission.

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

Name of body:	Idion Technology Holdings Limited
Group Chief Executive Officer:	Nicolaas Vlok
The appointed information officer:	Jacobus Johannes De Wet Vlok
Address:	Idion House 11 Naivasha Road, Sunninghill Gauteng
Postal address:	P.O. Box 1668 Sunninghill 2157
Telephone:	+27 11 517 1500
Fax:	+27 11 807 1096
E-mail:	dvlok@ldion.com

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

In terms of section 10 of the Act a guide will be compiled by the SAHRC 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 by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

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

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

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 by the Minister of Justice and Constitutional Development.

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

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Insolvency Act, Act No. 24 of 1936 (Sections 134)
- Occupational Health and Safety Act, Act No. 85 of 1993

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

Documents

The documents / information listed hereinbelow pertain to the day-to-day management of the business of Idion :-

- Standard Employment Contracts
- Human Resources Policies and Procedures
- Insurance Policies
- Rules and regulations relating to Pension and Provident funds
- Documentation with regard to share option schemes
- Other commercial contracts

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

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 IDION, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of IDION.
- 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*. However, it should be noted that the manual accessible on the website of SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

9. VARIOUS SUBSIDIARIES OF IDION

Name	Number
▪ TST Group (Pty) Limited	1996/015540/07
▪ Idion Software (Pty) Limited	1996/007009/07

DELTA SOUTH AFRICA INVESTMENTS (PROPRIETARY) LIMITED

A Guide to

ACCESSING OUR INFORMATION

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

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Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to this private body

Delta South Africa Investments (Proprietary) Limited is an investment holding company.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

Section A – Our details

Full Name : Delta South Africa Investments (Proprietary) Limited

Registration Number :1987/004938/07

Registered Address : 11th Floor
Sandton City Office Tower
Rivonia Road
Sandton

Postal Address : P O Box 78396
Sandton
2146

Telephone Number : (011) 783-4500

Fax Number : (011) 884-5398

Head/CEO : Brian Rodney Wright

Designated Information Officer : Christopher John Jacobs

Email Address of Information Officer : chrisi@dei.co.za

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Certificate of Incorporation;
- (ii) Certificate of Change of Name;
- (iii) Memorandum and Articles of Association;
- (iv) Minute Book, CM25 and CM26, as well as Resolutions passed at general meetings;
- (v) Register of Directors' shareholdings;
- (vi) Register of Directors and Certain Officers;
- (vii) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (viii) Books of Account regarding information required by the Companies Act, 1973;
- (ix) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

- (i) Books of Account including journals and ledgers;

(c) TAXATION

- (i) Copies of all Income Tax Returns and other tax returns and documents;

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Companies Act No. 61 of 1973
- Competition Act No. 89 of 1998
- Income Tax Act No. 58 of 1962
- Transfer Duty Act No. 40 of 1949

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- Companies Act No. 61 of 1973
- Income Tax Act No. 58 of 1962
- Transfer Duty Act No. 40 of 1949

DELTA S A (PROPRIETARY) LIMITED

A Guide to

ACCESSING OUR INFORMATION

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

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Delta S A (Proprietary) Limited operates as an investment holding company.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

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Rivonia Road
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Postal Address : P O Box 78396
Sandton
2146

Telephone Number : (011) 783-4500

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- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

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