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MANUALS

IN ACCORDANCE WITH

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



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SECTION 51 MANUAL FOR A-TEAM SUPERMARKET

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- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**
 - 1. CONTACT DETAILS (Section 51(1)(a))
 - 2. SECTION 10 GUIDE ON HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000 ("THE ACT") (Section 51(1)(b))
 - 3. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c))
 - 4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (Section 51(1)(d))
 - 5. DOCUMENTS/INFORMATION HELD BY A TEAM SUPERMARKET IN TERMS OF THE ACT (Section 51(1)(e))
 - 6. OTHER INFORMATION (Section 51(1)(f))
 - 7. AVAILABILITY OF THE MANUAL (Section 51(3))

A. INTRODUCTION

A-Team Supermarket & Café is a Supermarket and take-away of fast foods.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. CONTACT DETAILS

Name of Body:	A-Team Supermarket & Café
Partner and appointed Information officer:	Mr J Rodrigues
Address:	Hanny Hof, cnr Van der Hoff & Else street, Pretoria Gardens
Postal Address:	P O Box 1339 Pretoria 0001
Telephone:	012 379 5273

2. SECTION 10 GUIDE ON HOW TO USE THE ACT

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

PAIA Unit	Tel: +2711 484 8300
The Research and Documentation Department	Fax: +2711 484 0582 / 1380
Private Bag 2700	Website: www.sahrc.org.za
HOUGHTON	E-mail: PAIA@sahrc.org.za
2041	

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

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

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

A-Team Supermarket keeps information/documents in accordance with the following legislation:

- Basic Conditions of Employment Act, 75 of 1997
- Labour Relations Act, 66 of 1995
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Occupations Health and Safety Act, 85 of 1993
- Skills Development Act 97 of 1998 and Skills Development Levies Act, 9 of 1999
- Unemployment Insurance Act, 63 of 2001

5. DOCUMENTS/INFORMATION HELD BY A-TEAM SUPERMARKET IN TERMS OF THE ACT**Administration**

- Trading Licence
- Insurance Policies
- Lease Agreement

Human Resources

- Employee's attendance register
- Employee's personal file

Operations

- Debtors lists
- Suppliers invoices

Finances

- Financial statements

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 A-Team Supermarket is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

6. OTHER INFORMATION

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

7. AVAILABILITY OF THE MANUAL

- 7.1 This manual is available for inspection at A-Team Supermarket, free of charge
- 7.2 Copies of the manual may be obtained, subject to the prescribed fees, at A-Team Supermarket, at the SAHRC and in the Government Gazette

SECTION 51 MANUAL FOR EBONY CONSULTING INTERNATIONAL (PTY) LTD**1. Contact details [Section 51(1)(a)]**

The information officer: Mrs SM Calldo

Business address: Maple Place North
Momentum Park
145 Western Service Road
Woodmead

Postal address: PO Box 409
Wendywood
2144

Telephone no.: 011 802 0015

Fax no.: 011 802 1060

Electronic mail address sue_calldo@dai.com

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

The manual is also available for inspection at the offices of Ebony Consulting International (Pty) Ltd. free of charge; and copies are available with the SAHRC, in the Gazette and on our website eciafrica.co.za.

SECTION 51 MANUAL FOR ECI BUSINESS LINKAGES CENTRE (a Section 21 Company)**1. Contact details [Section 51(1)(a)]**

The information officer: Mr. K. Burrows

Business address: Maple Place North
Momentum Park
145 Western Service Road
Woodmead

Postal address: PO Box 409
Wendywood
2144

Telephone no.: 011 804 5750

Fax no.: 011 802 8448

Electronic mail address keith_burrows@dai.com

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

The manual is also available for inspection at the offices of ECI Business Linkages Centre free of charge; and copies are available with the SAHRC, in the Gazette and on our website www.tep.co.za.

JANETE RODRIGUES ATTORNEY**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, NO. 2 OF 2000****INDEX**

1. INTRODUCTION
2. CONTACT DETAILS
3. GUIDE IN TERMS OF SECTION 10 OF THE ACT
4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION
6. DOCUMENTS/INFORMATION HELD BY JANETE RODRIGUES ATTORNEY 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 Janete Rodrigues Attorney as contemplated in terms of the Act.

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

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 Janete Rodrigues from time to time;
"Janete Rodrigues"	shall mean Janete Rodrigues Attorney, 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"	Janete Rodrigues is the information Officer of Janete Rodrigues Attorney, to which requests for information in terms of the Act, should be addressed.

2. CONTACT DETAILS

Name of Body:	JANETE RODRIGUES ATTORNEY
Partner and appointed Information officer:	JANETE RODRIGUES
Address:	374 Bolhmann street, Pretoria
Postal Address:	P O Box 1339 Pretoria
Telephone:	012 379 9085
Fax:	012 379 2200
E-mail:	airlaw@dac.co.za

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

The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC. The contact details of the SAHRC are as follows:

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

Telephone: +2711 4848300
Fax: +2711 484 0582 / 1380
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)

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

- Attorneys Act, 53 of 1979
- Basic Conditions of Employment Act, 75 of 1997; and Labour Relations Act, no. 66 of 1995
- Close Corporation Act, 69 of 1984; and Companies Act, 61 of 1973
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Criminal Procedure Act, 51 of 1977
- Deeds Registries Act, 47 of 1937; and Sectional Titles Act 95 of 1986
- Employment Equity Act, 55 of 1998
- Insolvency Act, 24 of 1936 (Sections 134 and 155)
- Magistrates Court Act 32 of 1944 and Supreme Court Act 59 of 1959
- Occupations Health and Safety Act, no. 85 of 1993
- Skills Development Act 97 of 1998; and Skills Development Levies Act 9 of 1999
- Trust Property Control Act 57 of 1988; and Wills Act 7 of 1953
- Unemployment Insurance Act, 63 of 2001; and Unemployment Contributions Act, 4 of 2002

The above records, in so far as it being of 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 JANETE RODRIGUES ATTORNEYS IN TERMS OF ACT (Section 51(1)(e) of the Act)

- Fidelity Fund Certificate
- Correspondence, Notices, Circulars from and to : The Pretoria Attorneys Association, Law Society of the Northern Province, Risk Alert
- Insurance Policies
- Client data basis (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)
- Financial statements, suppliers invoices, client invoices

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 Janete Rodrigues Attorney is automatically available without a person having to request access in terms of and 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 Janete Rodrigues Attorney, free of charge
- 8.2** Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Janete Rodrigues Attorney, at the SAHRC and in the Government Gazette

BOTHA, MASSYN & THOBEJANE ATTORNEYS

("BM&T")

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

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1. Introduction
2. Contact details – Section 51(1)(a)
3. Guide – Section 10 and Section 51(1)(b) of the Act
4. Notices – Section 52(2) and Section 51(1)(c) of the Act
5. Description of records available in accordance with other legislation – Section 51(1)(d)
6. Categories and Description of Records/Information – Section 51(1)(e)
7. Other information – Section 51(1)(f)
8. Availability of the Manual – Section 51(3)

1. INTRODUCTION:

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, read with all relevant regulations published;
"manual"	shall mean this manual together with all annexures thereto as well as any forthcoming amended manuals in terms of Section 51(2) of the Act;
"BM&T"	shall mean Botha, Massyn & Thobejane Attorneys;
"SAHRC"	shall mean the South African Human Rights Commission.

The manual is drafted in accordance with the Act and to assist potential requestors in the prescribed procedure when requesting information or documents from BM&T.

Any amendments in terms of Section 51(2) of the Act, shall be made public.

Any requestor is hereby advised to contact Hennie Welgemoed should he/she require any assistance relating to this manual and/or information set out in this manual.

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

Name of Body:	Botha, Massyn & Thobejane Attorneys
Director/Information Officer:	Hennie Welgemoed
Street address:	Law Chambers, 20 Central Avenue, Kempton Park, Gauteng

Postal address: Private Bag X53, Kempton Park, 1620
Telephone number: (011)970-3600
Telefax number: (011)975-0204
E-mail: nicolene@bothamassyn.co.za

3. GUIDE (Section 10 and Section 51(1)(b) of the Act):

In terms of Section 10 of the Act a guide will be compiled, by the SAHRC, containing the necessary information required by a person who wishes to exercise any right contemplated in the Act. This guide will be made available by no later than August 2003.

Contact details of the South African Human Rights Commission:

PA/A Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041
Telephone number: +27 11 484-8300
Telefax number: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PA/A@sahrc.org.za

4. NOTICES (Section 52(2) and Section 51(1)(c) of the Act):

To date no notices have been published.

5. DESCRIPTION OF RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act):

BM&T keeps records in accordance with the following legislation:

- 5.1 Constitution of South Africa Act, Act no 108/1996;
- 5.2 Attorneys Act, Act no 53 of 1979;
- 5.3 Basic Conditions of Employment Act, Act no 75/1997;
- 5.4 Employment Equity Act, Act no 55/1998;
- 5.5 Unemployment Insurance Act, Act no 30/1966;
- 5.6 Compensation for Occupational Injuries and Diseases Act, Act no 130/1993;
- 5.7 Occupational Health and Safety Act, Act no 85/1993;
- 5.8 Labour Relations Act, Act no 66/1995;
- 5.9 Insolvency Act, Act no 24/1936;
- 5.10 Income Tax Act, Act no 58/1962;
- 5.11 Value-Added Tax Act, Act no 89/1991;
- 5.12 Long Term Insurance Act, Act no 52/1998;

- 5.13 Short Term Insurance Act, Act no 53/1998;
- 5.14 Formalities in respect of Leases and Land Act, Act no 18/1969;
- 5.15 Alienation of Land Act, Act no 68/1981;
- 5.16 Stamp Duties Act, Act no 77/1968;
- 5.17 Criminal Procedure Act, Act no 51/1997;
- 5.18 Administration of Estates Act, Act no 66/1965;
- 5.19 Deeds Registries Act, Act no 47/1937;
- 5.20 Companies Act, Act no 61/1973;
- 5.21 Home Loan and Mortgage Disclosure Act, Act no 63/2000;
- 5.22 Debt Collectors Act, Act no 114/1998;
- 5.23 Estate Agency Affairs Act, Act no 112/1976.

6. CATEGORIES AND DESCRIPTION OF RECORDS/INFORMATION
(Section 51(1)(e) of the Act):

The documents/information listed herein below pertain to the day-to-day management of the business of BM&T; and shall always only be made available to a requestor subject to the provisions of the Act.

- 6.1 Employment Contracts;
- 6.2 Personnel Files;
- 6.3 Insurance Policies;
- 6.4 Commercial Contracts;
- 6.5 Attorney's Protocol;
- 6.6 Register of Pending Bonds and Transfers.

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

No regulations in terms of Section 51(1)(f) of the Act have been published by the Minister of Justice and Constitutional Development.

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

- 8.1 This manual will be published in the Government Gazette;
- 8.2 Copies of this manual can be accessed on the website of the SAHRC (www.sahrc.org.za);
- 8.3 Copies of this manual will be available at the Law Society of the Northern Provinces, 123 Paul Kruger Street, Pretoria;
- 8.4 The manual is available for inspection at the offices of BM&T.

Please take notice that the published manuals do not include request forms or fee structures. Such 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);

OOSTHUIZEN ATTORNEYS INCORPORATED

Registration Number: 1997/019643/21
("Oostprok")

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

TABLE OF CONTENTS:

1. Introduction
2. Contact details – Section 51(1)(a)
3. Guide – Section 10 and Section 51(1)(b) of the Act
4. Notices – Section 52(2) and Section 51(1)(c) of the Act
5. Description of records available in accordance with other legislation – Section 51(1)(d)
6. Categories and Description of Records/Information – Section 51(1)(e)
7. Other information – Section 51(1)(f)
8. Availability of the Manual – Section 51(3)

1. INTRODUCTION:

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, read with all relevant regulations published;
"manual"	shall mean this manual together with all annexures thereto as well as any forthcoming amended manuals in terms of Section 51(2) of the Act;
"Oostprok"	shall mean Oosthuizen Attorneys Incorporated – Registration Number 1997/019643/21;
"SAHRC"	shall mean the South African Human Rights Commission.

The manual is drafted in accordance with the Act and to assist potential requestors in the prescribed procedure when requesting information or documents from Oostprok.

Any amendments in terms of Section 51(2) of the Act, shall be made public.

Any requestor is hereby advised to contact Dubretha Oosthuizen should he/she require any assistance relating to this manual and/or information set out in this manual.

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

Name of Body:	Oosthuizen Attorneys Incorporated (Registration Number: 1997/019643/21)
Director/Information Officer:	Dubretha Oosthuizen

Street address: Law Chambers, 20 Central Avenue,
Kempton Park, Gauteng
Postal address: P O Box 242, Kempton Park, 1620
Telephone number: (011)970-3600
Telefax number: (011)975-4210
E-mail: oostprok@law.co.za

3. GUIDE (Section 10 and Section 51(1)(b) of the Act:

In terms of Section 10 of the Act a guide will be compiled, by the SAHRC, containing the necessary information required by a person who wishes to exercise any right contemplated in the Act. This guide will be made available by no later than August 2003.

Contact details of the South African Human Rights Commission:

PA/A Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041
Telephone number: +27 11 484-8300
Telefax number: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PA/A@sahrc.org.za

4. NOTICES (Section 52(2) and Section 51(1)(c) of the Act):

To date no notices have been published.

5. DESCRIPTION OF RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act):

Oostprok keeps records in accordance with the following legislation:

- 5.1 Constitution of South Africa Act, Act no 108/1996;
- 5.2 Attorneys Act, Act no 53 of 1979;
- 5.3 Basic Conditions of Employment Act, Act no 75/1997;
- 5.4 Employment Equity Act, Act no 55/1998;
- 5.5 Unemployment Insurance Act, Act no 30/1966;
- 5.6 Compensation for Occupational Injuries and Diseases Act, Act no 130/1993;
- 5.7 Occupational Health and Safety Act, Act no 85/1993;
- 5.8 Labour Relations Act, Act no 66/1995;
- 5.9 Pension Funds Act, Act no 24/1956;
- 5.10 Rules of Oosthuizen Reinforced Pension Fund;
- 5.11 Insolvency Act, Act no 24/1936;
- 5.12 Income Tax Act, Act no 58/1962;

- 5.13 Value-Added Tax Act, Act no 89/1991;
- 5.14 Long Term Insurance Act, Act no 52/1998;
- 5.15 Short Term Insurance Act, Act no 53/1998;
- 5.16 Formalities in respect of Leases and Land Act, Act no 18/1969;
- 5.17 Alienation of Land Act, Act no 68/1981;
- 5.18 Stamp Duties Act, Act no 77/1968;
- 5.19 Criminal Procedure Act, Act no 51/1997;
- 5.20 Administration of Estates Act, Act no 66/1965;
- 5.21 Deeds Registries Act, Act no 47/1937;
- 5.22 Companies Act, Act no 61/1973;
- 5.23 Home Loan and Mortgage Disclosure Act, Act no 63/2000;
- 5.24 Debt Collectors Act, Act no 114/1998;
- 5.25 Estate Agency Affairs Act, Act no 112/1976.

6. CATEGORIES AND DESCRIPTION OF RECORDS/INFORMATION
(Section 51(1)(e) of the Act):

The documents/information listed herein below pertain to the day-to-day management of the business of Oostprok; and shall always only be made available to a requestor subject to the provisions of the Act.

- 6.1 Employment Contracts;
- 6.2 Personnel Files;
- 6.3 Rules and regulations relating to Oosthuizen Reinforced Pension Fund;
- 6.4 Insurance Policies;
- 6.5 Commercial Contracts;
- 6.6 Company Register;
- 6.7 Attorney's Protocol;
- 6.8 Register of Pending Bonds and Transfers.

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

No regulations in terms of Section 51(1)(f) of the Act have been published by the Minister of Justice and Constitutional Development.

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

- 8.1 This manual will be published in the Government Gazette;
- 8.2 Copies of this manual can be accessed on the website of the SAHRC (www.sahrc.org.za);
- 8.3 Copies of this manual will be available at the Law Society of the Northern Provinces, 123 Paul Kruger Street, Pretoria;
- 8.4 The manual is available for inspection at the offices of Oostprok.

Please take notice that the published manuals do not include request forms or fee structures. Such 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);

GENSEC BANK LIMITED

MANUAL

for the

PROMOTION OF ACCESS TO INFORMATION ACT,

NO 2 OF 2000

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1. INTRODUCTION

1.1 Background

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

1.2 Purpose of the manual

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

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

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

- ☐ limitations aimed at the reasonable protection of privacy;
- ☐ commercial confidentiality; and
- ☐ effective, efficient and good governance;

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

This manual sets out to provide a manual to Gensec to deal with the requests in a conforming manner, which will enable the requesters to obtain the records which they are entitled to in a quick, easy and accessible manner.

PART I

2. CONTACT DETAILS

2.1 Information Officer: *Sophia Steyn*

Postal address: P O Box 411420
 Craighall, 2024
Physical address: 3A Summit Road
 Dunkeld West, 2196
Tel: (011) 778-6232
Fax: (011) 778-6917
E-mail: sophias@gensec.com

2.2 Deputy Information Officer: *Emma Yates*

Postal address: P O Box 411420
 Craighall, 2024
Physical address: 3A Summit Road
 Dunkeld West, 2196
Tel: (011) 778-6119
Fax: (011) 778-6917
E-mail: emmav@gensec.com

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

2.3 General Information

2.3.1	Name of Private Body:	Gensec Bank Limited
2.3.2	Postal address:	P O Box 411420, Craighall, 2024
2.3.3	Physical address (or main place of business):	3A Summit Road, Dunkeld West, 2196
2.3.4	Tel:	(011) 778-6000

2.3.5 Fax: (011) 778-6990
 2.3.6 Website: www.gensec.com

PART II

3. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The guide will be available from the South African Human Rights Commission not later than August 2003. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT)
 Postal address: Private Bag X2700, HOUGHTON, 2041
 Telephone number: (011) 484-8300
 Facsimile number: (011) 484-1360
 Website: www.sahrc.org.za
 E-mail address: PIAI@sahrc.org.za

PART III

3.1 Records of Gensec

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

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

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

"Gensec" refers to Gensec Bank Ltd, its holding company and all its subsidiaries.

3.1.1 Personnel records

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

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

3.1.2 Client related records

- 3.1.2.1 Records provided by a client to a third party acting on behalf of Gensec;
- 3.1.2.2 Records provided by a third party;
- 3.1.2.3 Records generated by or within Gensec pertaining to its clients, including transactional records.

A "client" refers to any natural or juristic entity that receives services from Gensec.

3.1.3 Private body records

- 3.1.3.1 Financial records;
- 3.1.3.2 Operational records;
- 3.1.3.3 Databases;
- 3.1.3.4 Information technology;

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- 3.1.3.5 Marketing records;
- 3.1.3.6 Internal correspondence;
- 3.1.3.7 Product records;
- 3.1.3.8 Statutory records;
- 3.1.3.9 Internal policies and procedures;
- 3.1.3.10 Treasury-related records;
- 3.1.3.11 Securities and Equities, and
- 3.1.3.12 Records held by officials of Gensec.

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

3.1.4 Other party records

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

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

PART IV

4. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for Gensec to refuse a request for information relates to the –

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains:
 - 4.2.1 trade secrets of that third party
 - 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 4.2.3 information disclosed in confidence by a third party to Gensec, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records, which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of Gensec, which may include:
 - 4.6.1 trade secrets of Gensec;
 - 4.6.2 financial, commercial, scientific or technical information, which disclosure could likely cause harm to the financial or commercial interests of Gensec;
 - 4.6.3 information, which if disclosed, could put Gensec at a disadvantage in negotiations or commercial competition;
 - 4.6.4 a computer program which is owned by Gensec, and which is protected by copyright;
- 4.7 the research information of Gensec or a third party, if its disclosure would disclose the identity of Gensec, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

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

5. REMEDIES AVAILABLE WHEN GENSEC REFUSES A REQUEST FOR INFORMATION**5.1 Internal Remedies**

If the Information Officer refuses access to the requested information, the Chief Executive Officer must be consulted and must agree before such decision becomes final. Any other decision made by the information officer is final and requesters will have to exercise such external remedies at their disposal if the request for information is refused and the requester is not satisfied with the answer supplied by the information officer.

5.2 External Remedies

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

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

6. REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer or the Deputy Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled with enough particularity to at least enable the Information Officer to identify:
 - 6.3.1 the record or records requested;
 - 6.3.2 the identity of the requester;
 - 6.3.3 which form of access is required, if the request is granted;
 - 6.3.4 the postal address or fax number of the requester.
- 6.4 The requester must state that he requires the information in **order to exercise or protect a right and clearly state what the nature of the right is so to be exercised or protected**. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The institution will process the request within 30 days, unless the requester has staged special reasons which would satisfy the information officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7. ACCESS TO RECORDS HELD BY GENSEC

- 7.1 Records held by Gensec may be accessed by requests only once the prerequisite requirements for access have been met.
- 7.2 A requester is any person making a request for access to a record of Gensec. There are two types of requesters:
 - 7.2.1 **Personal requester**

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

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

7.2.2 Other requester

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

8. FEES

8.1 The Act provides for two types of fees, namely:

8.1.1 A request fee, which will be a standard fee; and

8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

8.2 When the request is received by the information officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.

8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

8.4 The information officer shall withhold a record until the requester has paid the prescribed fees.

8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation; and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9. DECISION

9.1 Gensec will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

9.2 The 30 day period within which the institution has to decide whether to grant or refuse the request, may be extended for a further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of the institution and the information cannot reasonably be obtained within the original 30 day period. The institution will notify the requester in writing should an extension be sought.

10. LIST OF APPLICABLE LEGISLATION

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

11. AVAILABILITY OF THE MANUAL

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

11.2 The manual of the institution will also be available on the website of Gensec.

APPENDIX 3

LEGISLATION	SPECIFIC SECTION / REGULATION	INDUSTRY	DESCRIPTION OF DOCUMENTS	PERSON (IF LIMITED)
The Custody and Administration of Securities Act No 85 of 1992	Section 3(3)	Banking	A depositor institution shall on request disclose information with regard to the holdings of a client in a securities account, unless the client concerned directs otherwise in writing in a case where the client may do so in terms of any law.	Registrar
	Section 15(2)	Banking	An executive officer of a central securities depository shall furnish all notices, minutes and documents which are furnished to members of the controlling body thereof or a sub-committee of that body to the Registrar as if the Registrar were a member of that body or sub-committee.	Registrar
The Criminal Procedures Act No 51 of 1977	Section 236	Banking	The entries in the accounting records of a bank and any document which is in the possession of any bank and which refers to the said entries or to any business transaction of the bank can be proved in criminal proceedings by producing an affidavit made by any person working for the bank any party to the criminal proceedings against whom the evidence is intended to be adduced. The accused may upon the order of the court before which the proceedings are pending inspect the original of the document or entry in question and any accounting record in which such entry appears or of which such entry forms part and may make copies of such documents or entries.	Accused person
	Section 16(2)	Banking	An employer must disclose to a trade union representative all relevant information that will allow the trade union representative to perform effectively the following functions to: (a) assist and represent the employee in grievance and disciplinary proceedings; (b) to monitor the employer's compliance with the workplace related provisions of the Labour Relations Act, any law regulating terms and conditions of employment and any collective agreement binding on the employer; (c) To report any alleged contravention of the workplace related provisions of this act, any law regulating terms and conditions of employment and any collective agreement binding on the employer to (i) the employer, (ii) the representative trade union, and (iii) any responsible authority or agency; and (d) to perform any other function agreed to between the representative trade union and the employer.	Trade Union Representative
	Section 21(10)	Banking	The employer must make available to the commissioner any information and facilities that are reasonable necessary for the Commissioner to determine the membership or support of the registered trade union.	Commissioner
	Section 89(1)	Banking	An employer must disclose to the workplace forum all relevant information that will allow the workplace forum to engage effectively in consultation and joint decision making. In terms of section 90(1) any documented information that is required to be disclosed by the employer to section 89 must be made available on request to the members of the workplace forum for inspection. The employer must provide copies of the documentation on request to the members of the workplace forum.	Workplace Forum
	Section 189(3)	Banking / Insurance	The employer must disclose in writing all relevant information related to dismissals based on operational requirements including, but not limited to: (a) the reasons for the proposed dismissals; (b) the alternatives that the employer considered before proposing the dismissals and the reasons for rejecting each of those alternatives; (c) the number of employees likely to be affected and the job categories of which they are employed; (d) the proposed method for selecting which employees to dismiss; (e) the time when, or the period during which the dismissals are likely to take effect; (f) the severance pay proposed; (g) any assistance that the employer proposes to offer to the employees likely to be dismissed; (h) the possibility of the future employment of the employees who are dismissed; (i) the number of employees employed with the employer; and (j) the number of employees that the employer has dismissed for reasons based on its operational requirements in the preceding 12 months.	Trade Union or representatives of the employers or employees
	Section 197(b)	Banking	An employer that applies to be wound up or sequestrated whether ito The Insolvency Act 1936 or any other law must at the time of making application provide: (a) any person whom the employer is required to consult in terms of a collective agreement; (b) if there is no collective agreement that requires consultation a workplace forum if the employees likely to be affected by the proposed dismissals are employed in a workplace of which there is a workplace forum; and (c) any registered trade union whose members are likely to be affected by the proposed dismissals; (d) if there is no workplace forum in the workplace in which the employee is likely to be affected by	Employees or Workplace Forum or registered Trade Union

LEGISLATION	SPECIFIC SECTION / REGULATION	INDUSTRY	DESCRIPTION OF DOCUMENTS	PERSON (IF LIMITED)
			the proposed dismissals are employed, any registered trade union whose members are likely to be affected by the proposed dismissals; or (e) if there is no trade union the employees likely to be affected by the proposed dismissals or their representatives nominated for that purpose with a copy of the applications. In terms of section 197(2)(b) an employer that receives an application for its winding up or sequestration must supply a copy of the application to any consulting party within two days of receipt or if the proceedings are urgent within 12 hours to the Registrar of Labour Relations.	
	Section 205	Banking	Every employer must keep the records that an employer is required to keep in compliance with any applicable (a) collective agreement; (b) arbitration award; (c) determination made to the Wage Act. The employer must retain the records for 3 years from the date of the event or end of the period to which they relate, submit the records in response to a demand made at any reasonable time to any agent of a bargaining council, commissioner or any person whose functions to this Act includes the resolution of disputes. In terms of section 205(3) an employer must keep a record of the prescribed details of any strike, lockout or protest action involving its employees. The records must be submitted in the prescribed manner.	Bargaining Council or Commissioner or person who functions to the act in the resolution of disputes
Employment Equity Act No 55 of 1998	Section 18(1)	Banking	When a designated employer engages in consultation to this Act, the employer must disclose to the consulting parties all relevant information that will allow those parties to consult effectively.	Consulting parties
	Section 25(1), (2) & (3)	Banking	An employer must display at the workplace where it can be ready by employees a notice in the prescribed form informing them about the provisions of the Employment Equity Act. In terms of sub-section 25(2) a designated employer must in each of its workplaces, place in prominent places that are accessible to all employees: (a) the most recent reports submitted by that employer to the Director General; (b) any compliance order, arbitration award or order of the Labour Court concerning the provisions of this Act in relation to that employer; and (c) any other document concerning this Act as may be prescribed. In terms of section 25(3) an employer who has an employment equity plan must make a copy of the plan available to its employees for copying and consultation.	Employees
	Section 26	Banking	An employer must establish and for the prescribed period maintain records in its workforce, its employment equity plan and any other records relevant to its compliance with this Act.	Employee
The Basic Conditions of Employment Act 75 of 1997	Section 29(1)	Banking	An employer must supply an employee when the employee commences employment with particulars of work. In terms of sub-section 2 when any matter changes the written particulars must be revised to reflect the change and the employee must be supplied with a copy of the document reflecting the change. In terms of section 29(4) the written particulars must be kept by the employer for a period of 3 years after termination of employment.	Employee
	Section 31(1)	Banking	Every employer must keep a record containing at least the following information: (a) the employee's name and occupation; (b) the time worked by each employee; (c) the remuneration paid to each employee; (d) the date of birth of any employee under 18 years of age; and (e) any other prescribed information. The record must be kept by the employer for a period of 3 years from the date of the last entry in the record.	Employee
	Section 33(1)	Banking	An employer must give an employee the following information in writing on each day the employee is paid: (a) the employer's name and address; (b) the employee's name and occupation; (c) the period for which the payment is made; (d) the employee's remuneration in money; (e) the amount in purpose of any deduction made from the remuneration; (f) the actual amount paid to the employee.	Employee
	Section 66(1)	Banking	In order to monitor or enforce compliance with any employment law, a labour inspector may require a person to disclose information either orally or in writing and either alone or in the presence of witnesses on any matter to which an employment law relates and require that disclosure be made under oath, copy any record or document to which an employment law relates.	Labour Inspector
Firearms Control Act 60 of 2000	Section 115	Banking/ Insurance	1. The purpose of any enquiry or investigation relating to the application of this Act and subject to sub-section 4, the Registrar or any person authorised in writing by the Registrar may at any reasonable time and without prior notice enter any business or industrial premises. 2. The Registrar or person authorised may: (a) inspect and search any premises or dwelling contemplated in sub-section 1 and make such enquiries as may be necessary for purposes of the enquiry or investigation; (b) examine anything found on the premises or dwelling which may have a bearing on the subject matter of the enquiry or investigation; (c) request information or an explanation regarding such object from the owner	Registrar or any person authorised in writing by him

LEGISLATION	SPECIFIC SECTION / REGULATION	INDUSTRY	DESCRIPTION OF DOCUMENTS	PERSON (IF LIMITED)
			or person in control of those premises or from any person in whose possession or under whose control anything referred to in paragraph (b) is found; (d) make copies of or extracts from any book or document found on or in the premises or dwelling which may have a bearing on the subject matter of the enquiry or investigation and request an explanation of such book, document or any entry therein from any person suspected of having knowledge thereof; and (e) against the issue of a written receipt seize anything on or in the premises or dwelling which may have a bearing on the subject matter of the enquiry or investigation.	
Insider Trading Act 135 of 1998	Section 11(2)	Bank	In addition to its powers to the Financial Services Board Act, the Financial Services Board may summon any person who is believed to be able to furnish any information on the subject of any investigation or to have in his or her possession or under his or her control any book, document or other object which has bearing upon that subject, to note such book, document or other object with the Financial Services Board, or to appear at any time and place specified in the summons, to be interrogated or to produce such book, document or other object.	Financial Services Board
Inspection of Financial Institutions Act 18 of 1998	Section 4	Bank	4(1) In clearing out an inspection of the affairs of an institution under section 3 an inspector may, at any time without prior notice enter and search any premises occupied by the institution and require the production of any document relating to the affairs of that institution: <input type="checkbox"/> Open any strong room, safe or other container in which he or she suspects any document of the institution is kept. <input type="checkbox"/> Examine and make extracts from the copies of any document of the institution or against the issue of a receipt remove such document temporarily for that purposes. <input type="checkbox"/> Against the issue of a receipt, seize any document of the institution which in his or her opinion may afford evidence of an offence or irregularity. <input type="checkbox"/> Retain any seized document for as long as it may be required for any criminal or other proceedings.	Inspector
Compensation for Occupational Injuries and Diseases Act 130 of 1993	Section 6(1)(a)	Bank	1(a) The Director General may subpoena any person who in his opinion is able to give information concerning the subject of any enquiry to this Act or who is suspected to have in the opinion of the Director General has in his possession or custody or under his control any book, document or thing which has a bearing on the enquiry, to appear before him at a time and place specified in the subpoena, to be interrogated or to produce such book, document or thing and the Director General may retain such book, document or thing for further investigation.	Director General
	Section 7	Bank	(3) An authorised person may question any person who is or was on the premises either alone or in the presence of any other person or any matter to which this act relates: (a) order any person who has control over or custody of any book, document or thing or in those premises to produce to him forthwith, or at such time and place as may be determined by him, such book, document or thing; (b) at any time and place order any person who has the possession or custody of or is in control of a book, document or thing relating to the business of an employer or previous employer, to produce forthwith or at such time and place as may be determined by him, such book, document or thing seize any book, document or thing which in his opinion may serve as evidence in any matter to this Act or cause to be examined any book, document or thing produced to him or seized by him, and make extracts therefrom or copies thereof and order any person who, in his opinion, is qualified thereto to explain entry therein.	Authorised person
	Section 40	Bank	(2) An employee or employer shall at the request of the Director General furnish such further particulars regarding the accident and injuries concerned as the Director General may require.	Director General
	Section 18	Bank	Employer to register with Director General and to furnish him with particulars	
	Section 1	Bank	(1) An employer carrying on business in the Republic shall within the prescribed period and in the prescribed manner register with the Commissioner and shall furnish the Commissioner with the prescribed particulars of its business and shall within a period determined by the Commissioner furnish such particulars as the Commissioner may require.	Commissioner
	Section 81	Bank	An employer shall keep a register or other record of the earnings and other prescribed particulars of all employees and shall at all reasonable times produce such register or record or a micro film or other micro form reproduction thereof on demand to an authorised person referred to in section 7 for inspection.	Authorised person

LEGISLATION	SPECIFIC SECTION / REGULATION	INDUSTRY	DESCRIPTION OF DOCUMENTS	PERSON (IF LIMITED)
			(2) An employer shall retain the register, record or reproduction referred to in sub-section 1 for a period of at least 4 years after the date of the last entry in that register or record.	
	Section 82	Bank	(1) An employer shall not later than the 31 st day of March in each year furnish the Commissioner with a return in the prescribed form, certified by him, her or it as correct showing: (a) the amount of earnings up to the maximum paid by him, it, its employees during the period with effect from the 1 st day of March of the immediately preceding year up to and including the last day of February of the following year; and (b) such further information as may be prescribed that it now may require.	Director General
	Section 32A	Bank	(1) Any inspector furnished with inspection authority in writing by the Board may conduct an investigation to determine whether the provisions of the Act are being or have been complied with and may, subject to sub-section 5 for that purpose without giving prior notice at all reasonable times (a)(iii) enter any place in respect of which he has reason to believe that there are books, records, documents to which the provisions of this Act are applicable.	Inspector or the manager
Competition Act 89 of 1998	Section 49A	Banking	(1) At any time during an investigation into the Act the Commissioner may summon any person who is believed to be able to furnish any information on the subject of the investigation, or to have possession or control of any book, document or other object that has a bearing on that subject: (a) to appear before the Commissioner or a person authorised by the Commissioner to be interrogated at a time and place specified in the summons; or (b) at a time and place specified in the summons, to deliver or produce to the Commissioner, or a person authorised by the Commissioner, any book, document or other object specified in the summons, to deliver or produce to the Commissioner, or a person authorised by the Commissioner, any book, document or other object specified in the summons.	Commissioner
	Section 54	Banking	The member of the Competition Tribunal presiding at the hearing may: (a) direct or summon any person to appear at any specified time and place; (b) question any person under oath or affirmation; (c) summon or order any person: (i) to produce any book, document or item necessary for the purpose of the hearing.	Member of the Competition Tribunal
	Section 56	Banking	(3) The Competition Tribunal may order a person to answer any question, or to produce any article or document, even if it is self-incriminating to do so.	Competition Tribunal
Constitution of SA Act No 108 of 1996	Section 32	Banking	1(b) Everyone has the right to access to any information that is held by another person and that is required for the exercise or protection of any rights. The rights in terms of the constitution are limited in terms of Sec 36.	Any member of the public
Companies Act No 61 of 1973	Section 140A	Banking	(3) Where securities of an issuer are registered in the name of a person and that person is not the holder of the beneficial interest in all the securities held by the registered shareholder, the registered shareholder shall, at the end of every three month period after 30.06.1999, disclose to the issuer the identity of the person on whose behalf the registered shareholder holds securities and the number and class of securities issued by that issuer held on behalf of each such person.	Issuer
		Banking	(8A) All issuers of securities shall establish and maintain a register of their disclosures made in terms of this section and shall publish in the annual financial statements a list of the persons who hold the beneficial interest equal to or in excess of 5% of the total number of securities of that class issued by the issuer together with the extent of those beneficial interests. Such register shall be open to inspection by any member of the company or his duly authorised agent or any person.	A person on whose behalf the registered shareholder holds securities
	Section 281	Banking	An auditor of the company shall have the right of access at all times to the accounting records and all books and documents of the company and be entitled to require from the directors or officers of the company such information and explanations as he thinks necessary for the performance of his duties as auditor.	Auditor
	Section 284	Banking	Every company shall keep in one of the official languages of the Republic such accounting records that are necessary to present the state of affairs and business of the company and to explain the transactions and financial position of the trade or business of the company (showing the assets and liabilities of the company. A register of fixed assets, records containing entries, records of all goods sold and purchased, statements of annual stocktaking.	Directors of a company
	Section 309	Banking	(1) Any member or holder of debentures of a company shall be entitled to be furnished on demand without charge with a copy of the last annual financial statements (including group annual financial statements) and	A member or holder of debentures

LEGISLATION	SPECIFIC SECTION / REGULATION	INDUSTRY	DESCRIPTION OF DOCUMENTS	PERSON (IF LIMITED)
			provisional unknown financial statements and of the last interim report of the company.	
Unemployment Insurance Act 63 of 2001	Section 56	Banking	(1) Every employer must, as soon as it commences activities as an employer provide information regarding its employees to the commissioner.	Unemployment Insurance Commissioner
The Banks Act	Act 94 of 1990	Banks	(a) The Act provides for the regulation and supervision of the business of public companies taking deposits from the public; and for matters connected therewith. (1) Section 7 of the Act provides that the Registrar may be notice direct a bank to furnish such information as may be specified in the notice and as the Registrar may reasonably require. Section 7 does not specify what records and/or information the Registrar shall require.	Registrar of Banks
			(2) Section 53 contemplates that the banks shall have the following records and/or information, which shall be made available to the Registrar on request: <input type="checkbox"/> Particulars relating to its shareholder or other interest in its subsidiaries; any joint venture within or outside the Republic if the investment results in the bank being exposed to an amount representing more than five per cent of its capital and reserves; <input type="checkbox"/> Particulars relating to the acquisition of an interest in any undertaking having its registered office or principal place of business outside the Republic; <input type="checkbox"/> Any trust or financial or other business undertaking contemplated in section 52 of the Act; <input type="checkbox"/> Section 58 requires banks and every controlling company to furnish the Registrar with a copy of its register of directors and officers referred to in section 215 of the Companies Act 61 of 1973. The Companies Act 61 of 1973 requires companies to keep this register at their registered address; <input type="checkbox"/> Section 59 requires banks to furnish the Registrar with a return regarding its shareholders. The Companies Act 61 of 1973 requires companies to keep these records at their registered address; <input type="checkbox"/> Section 67 provides that in the case of an individual shareholder in a bank who holds more than 25% of all the issued shares in that bank to which voting rights are attached, the sum of the amounts of such bank's investments with or loans or advances or other exposures to such individual shareholder exceeds the total nominal value of the said shares so held by that individual shareholder, the bank shall in its financial statements mention the name of such individual shareholder; <input type="checkbox"/> Section 75 requires banks to furnish returns to the Registrar. The return contemplated in section 75 includes, but are not limited to return relating to the extent and management of risk exposures in the conduct of the bank's business.	
Financial Intelligence Centre	Act 38 of 2001	Banks and Insurance	(a) The objective of the Act is to combat money laundering activities and in this regard impose certain duties on institutions and other persons who might be used for money laundering purposes; (b) In terms of section 22 banks and insurance companies shall keep the following information relating to the clients with whom they conclude transactions or with whom they have established a business relationship: The identity of the client: (1) Where the client is acting on behalf of another person: (1.1) the identity of that other person; the client's authority to establish the business relationship or to conclude the single transaction on behalf of that other person; (2) If another person is acting on behalf of the client: (2.1) the identity of that other person; (2.2) that other person's authority to act on behalf of the client; (2.3) the manner in which the identity of the client or the other person was established; (3) In the case of a transaction: (3.1) the amount involved; (3.2) the parties involved; (4) All accounts that are involved in: (4.1) transactions concluded by that bank or insurance company in the course of that business relationship; and	Financial Intelligence

LEGISLATION	SPECIFIC SECTION / REGULATION	INDUSTRY	DESCRIPTION OF DOCUMENTS	PERSON (IF LIMITED)
			(4.2) that single transaction: (4.2.1) the name of the person who obtained the information on behalf of the bank or insurance company; (4.2.2) any document or copy of a document obtained by the bank or insurance company in order to verify a person's identity; (c) The records to be kept in terms of section 22 shall be kept for at least five years from the date on which the business relationship is terminated and five years from the date on which the transaction is concluded.	
South African Reserve Bank	Act 90 of 1989	Banks	(a) The Act consolidates the laws relating to the South African Reserve Bank and matters connected therewith. (b) Section 10A(11) provides that a bank shall, in order to enable the Governor to determine whether the bank is complying with the provisions of section 10A, furnish the Registrar of banks with a return on the prescribed form and in respect of the prescribed period. The return contemplated in section 10A(11) shall be prepared in conformity with generally accepted accounting practice. (c) The Act would not appear to require banks and insurance companies to keep any specific records.	Governor
Stamp Duties	Act 77 of 1968 Section 31	Banks	(a) The Act consolidates and amends the law relating to stamp duties. (b) Section 31A provides that the Commissioner, or any officer may, for the purposes of the administration of the Act in relation to any person liable for the duty, require such person or any other person to furnish such information, documents or things as the Commissioner or such officer may require (to inspect, audit, examine or obtain). (c) The Act would not appear to require banks and insurance companies to keep any specific records.	Commissioner for South African Revenue Service
Stock Exchanges Control	Act 1 of 1985 Sections 19, 43 and 47	Banks	(a) The Act consolidates the laws relating to the regulation and control of stock exchanges and matters connected therewith. (b) Section 19 provides that the president may require any issuer whose securities are included in the list referred to in section 16(a) of the Act to disclose within a period specified in such a notice, any information at such issuer's disposal pertaining to such securities or to the affairs of that issuer which is in the public interest and, after giving such issuer an opportunity of making representations to him, require such issuer to disclose that information to the registered holder of the securities in question within a further period specified in the said notice. (c) Section 43 provides that every member shall keep such accounting records in one of the official languages of the Republic as may be prescribed, preserve such records in a safe place for a period of at least five years as from the date of the latest entry therein; and cause such records to be audited, not later than three months after the financial year end of such member, by an auditor whose appointment has been approved by the Registrar. (d) Section 47 provides that the Registrar may require a member to transmit to the Registrar any document or information at that member's or person's disposal and relating to member's or person's affairs which the Registrar may reasonably require and that member or person shall comply with the Requirements of the Registrar to his satisfaction within the relevant period or within such further period as the Registrar may allow. (e) The Act would not appear to require banks and insurance companies to keep any specific records.	President of the stock exchange and Registrar of the stock exchange
Value Added Tax	Act 89 of 1991 Sections 55 and 57A	Banks	(a) The Act provides for taxation in respect of the supply of goods and services and the importation of goods and matters connected therewith. (b) Section 55 provides that every vendor shall keep such books of accounts or other records as may enable him to observe the requirements of the Act and enable the Commissioner to satisfy himself that the vendor has observed such requirements and every vendor shall, in particular keep the following records and documents: (1) a record of all goods and services supplied by or to the vendor showing the goods and services, the rate of tax applicable to the supply and the suppliers or their agents, in sufficient detail to enable the goods and services, the rate of tax, the suppliers or the agents to be readily identified by the Commissioner and all invoices, tax invoices, credit notes, debit notes, bank statements, deposit slips, stock lists and paid cheques relating thereto: provided that a vendor's records do not have to show the rate of tax where the vendor has been authorised by the Commissioner to calculate the tax payable by him in accordance with a method prescribed by regulation, as contemplated in section 16(1); (2) a record of all importation of goods and documents relating thereto as contemplated in section 16(2)(d);	Commissioner for SARS

LEGISLATION	SPECIFIC SECTION / REGULATION	INDUSTRY	DESCRIPTION OF DOCUMENTS	PERSON (IF LIMITED)
			<p>(3) the charts and codes of account, the accounting instruction manuals and the system and programme documentation which describe the accounting system used in each tax period in the supply of goods and services;</p> <p>(4) any list required to be prepared in accordance with section 15(9); and</p> <p>(5) any documentary proof required to be obtained and retained in accordance with section 11(3).</p> <p>(c) Section 57A provides that the Commissioner or any officer may require a vendor or any other person to furnish such information, documents or things as the Commissioner or such officer may require (to inspect, audit, examine or obtain).</p>	
Skills Development Levies	Act 9 of 1999	Banks	<p>(a) The Act provides for the imposition of a skills development levy and for matters connected therewith.</p> <p>(b) The Act contemplates that an employer shall keep records and/or information to which the Act relates. In the case of any employer, these records and/or information would appear to be those relating to registration for payment of the levy imposed by the Act and the payment of the levy.</p> <p>(c) The Act would not appear to require banks and insurance companies to keep any specific records.</p>	Inspectors
The Usury Act	Act 79 of 1968 Sections 3 and 10	Banks to the extent that they grant credit	<p>(a) The Act provides for the limitation and disclosure of finance charges levied in respect of money lending transactions and for matters incidental thereto.</p> <p>(b) Section 3(1) provides that a moneylender carrying on the business of money lending or his authorised representative shall, on demand before the conclusion of any money lending transaction in connection with which finance charges are or will be payable, furnish separately, distinctly and in writing to the prospective borrower, and, whether or not any such demand is made, shall set out separately and distinctly in every instrument of debt executed in respect of any such transaction, in so far as the same may be known and determinable, the following particulars:</p> <p>(1) the cash amount in money actually received by or on behalf of the borrower or which will be received by or on behalf of the borrower or prospective borrower;</p> <p>(2) all other charges, shown separately, forming part or which will form part of the principal debt;</p> <p>(3) the principal debt, that is, the sum of the amounts referred to in paragraphs (a) and (b) of this subsection;</p> <p>(4) the amount in rand and cents of the finance charges calculated at the annual finance charge rate mentioned in paragraph (e) of this subsection;</p> <p>(5) the annual finance charge rate; and</p> <p>(6) as the case may be, the date upon which or the number of instalments in which the principal debt together with the finance charges must be paid, the amount of each instalment and the date upon which each instalment must be paid or the manner in which that date is determined.</p> <p>(c) Section 3(2A) provides that a lessor who transacts leasing transactions in the normal course of his business or his authorised representative shall, on demand before the conclusion of any leasing transaction, furnish separately, distinctly, and in writing to the prospective lessee and, whether or not any such demand is made, shall set out separately and distinctly in every instrument of debt executed in connection with any such transaction, the following particulars:</p> <p>(1) the cash price at which the movable property leased or to be leased is normally sold by the lessor on the date on which such transaction is concluded, or where the lessor is not a trader normally selling any such movable property, the market value of such movable property or, when applicable, the money value determined in terms of section 6K in respect of such movable property;</p> <p>(2) the cash amount in money or the reasonable value of property deducted or to be deducted at the conclusion of the transaction from the cash price, market value or money value referred to above;</p> <p>(3) the present value of the book value of the lease property deducted or to be deducted at the conclusion of the transaction from the cash price, market value or money value referred to above;</p> <p>(4) the book value of the lease property;</p> <p>(5) in so far as the same is known and determinable:</p> <p>(5.1) all other charges forming part or which will form part of the principal debt;</p>	Credit receiver

LEGISLATION	SPECIFIC SECTION / REGULATION	INDUSTRY	DESCRIPTION OF DOCUMENTS	PERSON (IF LIMITED)
			<p>(5.2) the principal debt, that is, the sum of the amounts referred to above less the sum of the amounts referred to above;</p> <p>(5.3) the amount in rand and cents of the finance charges calculated at the annual finance charge rate stated above;</p> <p>(5.4) the annual finance charge rate;</p> <p>(5.5) the date with effect from which finance charges are to be paid by the lessee; and</p> <p>(5.6) as the case may be, the date upon which or the number of instalments in which the principal debt together with the finance charges must be paid, the amount of each instalment and the due date of each instalment or the manner in which the date is determined.</p> <p>(d) Section 10 provides that a credit grantor or lessor shall furnish a credit receiver or lessee with a copy of an instrument of debt which must contain certain information.</p>	
Income Tax	Act 58 of 1962 Sections 70, 71 and 73B	Banks	<p>(a) The act consolidates the law relating to the taxation of incomes and donations and matters related thereto.</p> <p>(b) Section 70 provides that where, during any period of twelve months ending on the last day of February in any year, any interest has become due by any company upon or in respect of debentures, debenture stock, loans or advances, the company shall, within 30 days after the end of such period or within such further period as the Commissioner may allow, furnish the Commissioner with a return giving:</p> <p>(1) the full name and address; and</p> <p>(2) in the case of:</p> <p>(2.1) any natural person, his or her identification number: provided that where he or she is not in possession of a South African identity document; any other form of identification; or</p> <p>(2.2) any person other than a natural person, the registration number;</p> <p>(2.3) of each person to whom such interest became due and the amount of such interest.</p> <p>(c) Section 71 provides that every bank carrying on business in the Republic or company dealing in or negotiating bearer warrants shall keep a record of all payments in respect of interest or dividends made to any person by means of bearer warrants and shall in such manner and form and at such times as may be prescribed or as the Commissioner may require, furnish particulars of such payments.</p> <p>(d) Section 73B provides that a person shall retain all records required to determine the taxable capital gain or assessed capital loss of that person for a period of four years from the date on which the return for that year of assessment was received by the Commissioner.</p>	Commissioner for South African Revenue Service

SECTION 51 MANUAL FOR SOPHIA STEYN ATTORNEY**1. Contact details** [Section 51(1)(a)]

The Information Officer: Sophia Steyn

Business address: 2 Blandford Place
70 Blandford road
North Riding Ext 10

Postal address: P.O.Box 872
Cresta
2118

Telephone no: 011 462-3785

Fax no: 011 462-3135

E-mail: samsec@worldonline.co.za

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

The manual is also available for inspection at the offices of Sam Secretarial Services Cc free of charge; and copies are available with the SAHRC.

SECTION 51 MANUAL FOR SAM SECRETARIAL SERVICES CC**1. Contact details [Section 51(1)(a)]**

The Information Officer: Hannes Steyn

Business address: 2 Blandford Place
70 Blandford road
North Riding Ext 10

Postal address: P.O.Box 872
Cresta
2118

Telephone no: 011 462-3785

Fax no: 011 462-3135

E-mail: samsec@worldonline.co.za

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

The manual is also available for inspection at the offices of Sam Secretarial Services Cc free of charge; and copies are available with the SAHRC.

**DELTA DMS (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 DMS (Proprietary) Limited is a divisional 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 DMS (Proprietary) Limited

Registration Number :1979/005367/07

Registered Address : 11th Floor, Sandton City Office Towers
Rivonia Road
SANDTON

Postal Address : P O Box 78396
SANDTON
2146

Telephone Number : (011) 783 - 4500

Fax Number : (011) 884 - 5398

Head/CEO :B R Wright

Designated Information Officer :C J Jacobs

Email Address of Information Officer : chrisj@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 (if any);
- (iii) Memorandum and Articles of Association;
- (iv) Certificate to Commence Business;
- (v) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (vi) Proxy Forms;
- (vii) Proxy Forms used at Court convened meetings;
- (viii) A Register of Allotments – after a person ceased to be a member;
- (ix) Register of Members;
- (x) Index of Members;
- (xi) Register of Mortgages and Debentures and Fixed Assets;
- (xii) Register of Directors' shareholdings;
- (xiii) Register of Directors and Certain Officers;
- (xiv) Directors' Attendance Register;
- (xv) A Branch Register;
- (xvi) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (xvii) Books of Account regarding information required by the Companies Act, 1973;
- (xviii) Supporting schedules to books of account and ancillary books of account;

(b) ACCOUNTING RECORDS

- (i) Books of Account including journals and ledgers;
- (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register;
- (vii) Employment equity plan;
- (viii) Salary and wages register;
- (ix) Records of foreign employees;
- (x) Collective agreements;
- (xi) Arbitration awards;
- (xii) Determinations made in terms of the Wage Act;
- (xiii) Records of strikes, lockouts or protest action.
- (xiv) Industrial training records;
- (xv) Staff records (after date of employment ceases);
- (xvi) Expense accounts;
- (xvii) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Incentive schemes;
- (iii) Staff loan schemes;
- (iv) Study assistance schemes;
- (v) Maternity leave policy;
- (vi) Relocation policy;
- (vii) Housing scheme;
- (viii) Disability scheme;
- (ix) Funeral insurance scheme;
- (x) Group personal accident;
- (xi) Group life;
- (xii) Micro loan scheme;
- (xiii) Employee stock purchase plan;
- (xiv) Code of conduct.

(e) PENSION AND RETIREMENT FUNDING RECORDS

- (i) Pension Fund Rules;
- (ii) Pension Fund account records;
- (iii) Minutes of Meetings of trustees and members;
- (iv) Actuarial Valuation Reports;
- (v) Contribution Reports;
- (vi) Annual accounts.

(f) ENVIRONMENTAL HEALTH AND SAFETY

- (i) Noise exposure records;
- (ii) Water quality monitoring programme records;
- (iii) Waste water assessment and monitoring records;
- (iv) Records of waste water discharges;
- (v) Employee medical surveillance records in respect to hazardous chemical substances;
- (vi) Records of investigations and tests in respect to hazardous chemicals and substances;
- (vii) Records of risk assessments and monitoring results in respect to hazardous biological agents;
- (viii) Records of assessment and air monitoring and asbestos inventory;
- (ix) Medical surveillance records related to asbestos work;
- (x) Records of assessment and air monitoring for lead exposure;
- (xi) Medical surveillance records in respect of lead exposure;
- (xii) Safety management systems, data and audits;
- (xiii) Industrial hygiene programs, data and audits;
- (xiv) Employee public health emergency action plans;
- (xv) Permits, licences, approvals and registrations for operations of sites and business;
- (xvi) Emergency response plans;
- (xvii) Environmental impact assessments;
- (xviii) Environmental management programs and systems;

(g) FIXED PROPERTY

- (i) Title Deeds;
- (ii) Leases;
- (iii) Building plans;
- (iii) Mortgage Bonds or other encumbrances to fixed property.

(h) MOVABLE PROPERTY

- (i) Asset register;
- (ii) Finance and Lease Agreements;

(i) INTELLECTUAL PROPERTY

- (i) Trademarks, trade names and protected names;
- (ii) Copyrights;
- (iii) Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements;
- (iv) Litigation and other disputes involving intellectual property.

(j) AGREEMENTS AND CONTRACTS

- (i) Material agreements concerning provision of services or materials;
- (ii) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
- (iii) Agreements with shareholders, officers or directors;
- (iv) Acquisition or disposal documentation;
- (v) Agreements with contractors and suppliers;
- (vi) Agreements with customers;
- (vii) Warranty agreements;
- (viii) Sale agreements;
- (ix) Distributor, dealer or agency agreements;
- (x) Restraint agreements;
- (xi) Agreements with governmental agencies;
- (xi) Purchase or lease agreements.

(k) TAXATION

- (i) Copies of all Income Tax Returns and other tax returns and documents;

(l) LEGAL

- (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
- (ii) Settlement agreements;
- (ii) Material licences, permits and authorisations;

(m) INSURANCE

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

(n) TRANSPORTATION

- (i) Transportation rights;
- (ii) Permits;
- (iii) Transportation System Delivery Plan;
- (iv) Transportation, Warehouse and Storage Contracts.

(o) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licenses;
- (xii) Audits.

(p) SALES AND MARKETING

- (i) Products;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Public Relations Policies and Procedures;
- (vii) Domestic and Export Orders

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- 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:

- Basic Conditions of Employment Act No. 75 of 1997
 - Companies Act No. 61 of 1973
 - Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
 - Competition Act No. 89 of 1998
 - Credit Agreements Act No. 75 of 1980
 - Customs and Excise Act No 91 of 1964
 - Employment Equity Act No. 55 of 1998
 - Income Tax Act No. 58 of 1962
 - Insider Trading Act No. 135 of 1998
 - Labour Relations Act No. 66 of 1995
 - National Environmental Management Act No. 107 of 1998
 - National Key Points Act No. 102 of 1980
 - National Road Traffic Act No. 93 of 1996
 - Occupational Health and Safety Act No. 85 of 1993
 - Prevention of Organised Crime Act No. 121 of 1998
 - Transfer Duty Act No. 40 of 1949
 - Unemployment Insurance Act No. 63 of 2001
 - Witness Protection Act No. 112 of 1998
- Where applicable to our operations, we also retain records and documents in terms of the following statutes:
- Basic Conditions of Employment Act No. 75 of 1997
 - Companies Act No. 61 of 1973
 - Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
 - Customs and Excise Act No. 91 of 1964
 - Employment Equity Act No. 55 of 1998
 - Income Tax Act No. 58 of 1962
 - Labour Relations Act No. 66 of 1995
 - Machinery and Occupational Safety Act No. 6 of 1983
 - Occupational Health and Safety Act No. 85 of 1993
 - Prescription Act No. 68 of 1969
 - Stamp Duties Act No. 77 of 1968
 - Transfer Duty Act No. 40 of 1949
 - Value-added Tax Act No. 89 of 1991

Section E – Information automatically available

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

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

1. Newsletters.
2. Booklets.
3. Pamphlets / Brochures.
4. Reports.
5. Posters.
6. Other literature intended for public viewing.

EMD 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

EMD 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 : EMD Investments (Proprietary) Limited

Registration Number : 1980/007582/07

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) Memorandum and Articles of Association;
- (iii) Minute Book, CM25 and CM26, as well as Resolutions passed at general meetings;
- (iv) Register of Directors' shareholdings;
- (v) Register of Directors and Certain Officers;
- (vi) Annual Financial Statements including:
 - (a) Annual accounts;
 - (b) Directors' reports;
 - (c) Auditor's report.
- (vii) Books of Account regarding information required by the Companies Act, 1973;
- (viii) 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

SANET RAS 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 to verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Sanet Ras Prokureurs versoek word in terme van die Wet.

'n Versoeker kan Me Sanet Ras 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 Sanet Ras 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 Sanet Ras Prokureurs;
"Sanet Ras Prokureurs"	beteken Sanet Ras Prokureurs, gestruktureer as 'n eenmansaak, welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die alleen-eienaar van Sanet Ras Prokureurs is aangewys as die Inligtingsbeampte van Sanet Ras 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:	Sanet Ras Prokureurs
Alleen-eienaar en Inligtingsbeampte:	Me Sanet Ras
Adres:	Van Riebeeckstraat 101 POTCHEFSTROOM 2531
Posadres:	Privaatsak X1268 POTCHEFSTROOM 2520

Telefoon: 018 – 294 8953
Faks: 018 – 294 8958
E-pos: sanetras@netactive.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

Telefoon: +27 11 484 8300
Faks: +27 11 484 0582/1360
Webblad: www.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)

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

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

3

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

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

Sanet Ras Prokureurs hou inligting / dokumente soos hierna aangedui:

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

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

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

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Sanet Ras Prokureurs;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Sanet Ras Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant.
- 8.4 Dit handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations").

**MANUAL IN COMPLIANCE WITH SECTION 51
AND 52 OF THE PROMOTION OF ACCESS TO
INFORMATION
ACT 2 OF 2000**

RMB ASSET MANAGEMENT (PTY) LIMITED
Registration No 1987/004655/07

and

RMB UNIT TRUSTS LIMITED
Registration No 1987/004287/06

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INTRODUCTION

SCOPE AND MAIN BUSINESS OF RMB ASSET MANAGEMENT (PTY) LIMITED

To carry on the business of asset management, to invest in all manner of movable and immovable property as a principal and product development.

Our investment decisions are based on in-depth fundamental analysis, combining a top-down approach to asset and sector allocation with a bottom-up stock selection process. Our decisions are developed from exhaustive research and analysis and are determined following rigorous debate involving the collective wisdom of a heavyweight investment team.

Our disciplined approach to research and analysis provides investors with the assurance that their assets are managed actively and responsibly, and delivers consistent long term performance.

We adopt a team approach, believing that the combined intellectual expertise and experience of the entire investment team will produce superior results to the output of a "star" portfolio manager. The investment team is divided into specialist teams, which focus on the major building blocks of investment performance – asset allocation, stock selection, fixed interest management and risk. Each team is at the forefront of innovation and developments in their area of specialisation, driven by a passion for investments.

1. CONTACT DETAILS

POSTAL ADDRESS:

Private Bag 9959
Sandton
2146

STREET ADDRESS:

4 Merchant Place
1 Fredman Drive
Sandton
2196

TELEPHONE NUMBERS:

+27 11 505 1555 / 1999

FAX NUMBER:

+27 11 505 1400

E-MAIL ADDRESS:

gvorster@rmbam.co.za

WEBSITE:

www.rmbam.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Human Rights Commission is obliged to compile a guide containing such information as may be reasonably required by anyone wishing to exercise their rights as contemplated in the Promotion of Access to Information Act 2 of 2000. This will be available not later than August 2003.

This guide is available in the Government Gazette, via the Government Printers in Pretoria, or at the offices of the Human Rights Commission and on the website of the South African Human Rights Commission (www.sahrc.org.za)

The contact details of the South African Human Rights Commission are:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041
Tel: 011 - 484 8300
Fax: 011 - 484 1360
e-mail paia@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION:

1. AUT Guidelines on Standards of Advertising.
2. Monthly and quarterly statistics on Unit Trust Funds.
3. List of Portfolio Managers in terms of the Financial Markets Control Act and the Stock Exchanges Control Act.
4. Annual Report

4. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY

RMBAM holds the following records:

- investments, financial and personal information of corporates and private individuals who are investors / clients.
- personnel records
- client-related records
- private records of the company's own affairs
- records in the possession of or pertaining to other parties ie, records re contractors, suppliers, subsidiary / holding / sister companies, service providers etc.

5. REQUEST PROCEDURES

Any request for information must –

- (a) identify the record(s) requested;
- (b) identify the requestor;
- (c) specify a postal address or fax number of the requestor within the Republic of South Africa;
- (d) identify the right the requestor is seeking to exercise or protect and provide an explanation of why the information requested is required for exercise or protection of such right;
- (e) state the manner in which the requestor wishes to be informed of the decision on the request, if other than or in addition to a written reply;
- (f) indicate which form of access is required;
- (g) submit proof of the capacity in which the requestor is making the request to the reasonable satisfaction of the head of RMBAM if the request is being made on behalf of a person.

The requestor shall be obliged to pay the prescribed request fee before RMBAM processes a request.

The Company may withhold a record until the request fee and the deposit (if applicable) have been paid.

REQUESTOR OTHER THAN PERSONAL REQUESTOR

The information officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed.

If in the information officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the information officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to the requestor.

The notice given by the information officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

PERSONAL REQUESTOR

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor.

A personal requestor is not liable to pay a request fee, is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

GROUND FOR REFUSAL OF A REQUEST

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

Section 63 prohibits the unreasonable disclosure of the personal information of natural person third parties to requestors. This includes the personal information of deceased persons. Section 63(2) does provide exceptions to this, details of these exceptions need not be included in the manual, but must be borne in mind by an information officer considering such a request.

Section 64 mandates that a request must be refused if it relates to records containing third party information pertaining to:

- trade secrets;
- financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
- information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.

The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.

In terms of Section 66, a private body must refuse a request if disclosure could reasonably be expected to:

- endanger the life or physical safety of an individual;
- prejudice or impair the security of a building, structure or system, means of transport, or other property; or
- methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.

Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.

Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. The private body may refuse access to a record if the record:

- contains trade secrets of the private body;
- contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of the private body;
- contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice the private body in commercial competition; or
- consists of a computer program owned by the private body.

Notwithstanding the above, the information must be released if it pertains to the results of products or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to the private body itself.

Notwithstanding any of the abovementioned provisions, section 70 provides that a record must be disclosed if its disclosures would:

- reveal evidence of a substantial contravention of or failure to comply with the law, or imminent and serious public safety or environmental risk; and
- the public interest in the disclosure clearly outweighs the harm.

FEES

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

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

3. The request fee payable by a requestor, other than a personal requestor, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requestor referred to in regulation 11(3) are as follows:

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

Please fill in the form below in order to request information

Prescribed forms

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

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>
--

Full names and surname:

Identity number:

D. Particulars of record

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

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

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

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

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

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If record consists of visual images

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

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
--------------------------	-------------------------	--------------------------	---	--------------------------	---

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

Postage is payable.

YES NO

G. Particulars of right to be exercised or protected

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTOR / PERSON
ON WHOSE BEHALF REQUEST IS MADE

6. OTHER INFORMATION

6.1 DIRECTORS OF RMB ASSET MANAGEMENT (PTY) LIMITED

LB van der Merwe
CN Booth
SJ Bruyns
RT Long
NW Mackechnie*
IA Power
RR Simpson
GJA Vorster
A Yates
BB Zietsman
JD Meyer**

* Zimbabwean

** Company Secretary

DIRECTORS OF RMB UNIT TRUSTS LIMITED

LB van der Merwe
MG Anderson
CN Booth
LP Collett*
RT Long
GE Raine*
RR Simpson
GJA Vorster
BB Zietsman
JD Meyer**

* Non Executive

** Company Secretary

6.2 ASSETS UNDER MANAGEMENT – RMB ASSET MANAGEMENT (PTY) LIMITED

RMBAM R113,5 billion

FUNDS UNDER MANAGEMENT – RMB UNIT TRUSTS LIMITED

RMB Equity Fund
 RMB Balanced Fund
 RMB Maximum Income Fund
 RMB Gilt Fund
 RMB Top 40 Index Fund
 RMB Strategic Opportunities Fund
 RMB Performance Fund of Funds
 RMB Asset Allocator Fund of Funds
 RMB Financial Services Fund
 RMB Consumer Fund
 RMB Value Fund
 FNB Growth Fund***
 FNB Balanced Fund***
 RMB Money Market Fund
 RMB International Equity Fund of Funds
 RMB High Tide Fund
 RMB International Bond Fund
 RMB Worldwide Teletech Fund
 RMB Emerging Companies Fund
 RMB Core Equity Fund
 RMB Structured Equity Fund
 RMB Absolute Focus Fund
 RMB International Income Fund
 Ansbacher Equity Fund***
 Ansbacher Income Fund***

***White labelled Funds

FUNDS UNDER MANAGEMENT – RMB UNIT TRUSTS LIMITED

RMBUT R5,9 billion

7. AVAILABILITY OF THE MANUAL

This manual is also available for inspection at the offices of the company free of charge.

Copies are available at the South African Human Rights Commission, in the Government Gazette and on the company's website: www.rmbam.co.za.

manuals/promotion of access to information act 21012003

AEROPARK INVESTMENTS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in property development, letting and leasing.

1. CONTACT DETAILS

Head of the Corporation: EC Knibbs
Registration Number: CK1988/000905/23
Postal Address: P.O. Box 84, LANSERIA, 1748
Physical Address: Hangar 107C, Lanseria Airport, 1748
Telephone Number: (011) 659 1317
Fax Number: (011) 701 3346
E-mail: alclad@iafrica.com

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY AEROPARK INVESTMENTS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

AIRCRAFT SUPPORT CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the renting of hangar space, aircraft and equipment as well as management consultants.

1. CONTACT DETAILS

Head of the Corporation: WAE Olmsted
Registration Number: CK1987/021906/23
Postal Address: P.O. Box 72, LANSERIA, 1748
Physical Address: Hangar No 205, Lanseria Airport, 1748
Telephone Number: (011) 701 3344
Fax Number: (011) 659 1000

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY AIRCRAFT SUPPORT CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

AIRNET AVIATION CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in aircraft charter.

1. CONTACT DETAILS

Head of the Corporation: EM Reynolds
Registration Number: CK1999/054515/23
Postal Address: P.O. Box 224, LANSERIA, 1748
Physical Address: Ground Floor, Main Terminal Building, Lanseria Airport, 1748
Telephone Number: (011) 701 3238
Fax Number: (011) 659 1373
E-mail: airnet@flyairnet.co.za
Website: www.flyairnet.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY AIRNET AVIATION CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

AIRNET LEISURE CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises as a travel and leisure agency.

1. CONTACT DETAILS

Head of the Corporation:	EM Reynolds
Registration Number:	CK2002/103577/23
Postal Address:	P.O. Box 224, LANSERIA, 1748
Physical Address:	Ground Floor, Main Terminal Building, Lanseria Airport, 1748
Telephone Number:	(011) 701 3238
Fax Number:	(011) 659 1373
E-mail:	liza@flyairnet.co.za
Website:	www.flyairnet.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY AIRNET LEISURE CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

AIRNET TRAVEL CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises as a travel agency.

1. CONTACT DETAILS

Head of the Corporation:	EM Reynolds
Registration Number:	CK2000/030488/23
Postal Address:	P.O. Box 224, LANSERIA, 1748
Physical Address:	Ground Floor, Main Terminal Building, Lanseria Airport, 1748
Telephone Number:	(011) 701 3238
Fax Number:	(011) 659 1373
E-mail:	travel@flyairnet.co.za
Website:	www.flyairnet.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY AIRNET TRAVEL CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

ALCLAD SHEETMETAL SERVICES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in aircraft sheetmetal repairs, rebuilds and modifications.

1. CONTACT DETAILS

Head of the Corporation: EC Knibbs
Registration Number: CK1987/012559/23
Postal Address: P.O. Box 84, LANSERIA, 1748
Physical Address: Hangar 107C, Lanseria Airport, 1748
Telephone Number: (011) 659 1317
Fax Number: (011) 701 3346
E-mail: alclad@iafrica.com

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY ALCLAD SHEETMETAL SERVICES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

ALIGNMENT AND VIBRATION SERVICES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in computer aided laser shaft alignment and machine vibration diagnostics.

1. CONTACT DETAILS

Head of the Corporation: AE Baker
Registration Number: CK1991/010436/23
Postal Address: P.O. Box 412, WITKOPPEN, 2068
Physical Address: Portion 6, North Champagne Estates, RANDBURG, 2194
Telephone Number: (011) 460 1267
Fax Number: (011) 460 0106
E-mail: align@mrweb.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY ALIGNMENT AND VIBRATION SERVICES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

AVNIC TRADING CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the import and export wholesale retailing of aviation equipment and allied products.

1. CONTACT DETAILS

Head of the Corporation:	CS Alman
Registration Number:	CK1991/022404/23
Postal Address:	P.O. Box 532, LANSERIA, 1748
Physical Address:	Northlands Business Park, No 2 Northlands Corner Minis, Newmarket Road, North Riding, 2194
Telephone Number:	(011) 704 6147
Fax Number:	(011) 704 6151
E-mail:	sales@avnic.co.za
Website:	www.avnic.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY AVNIC TRADING CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

B & A REFRACTORY SUPPLIES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the supply of refractory materials to the foundry industry.

1. CONTACT DETAILS

Head of the Corporation: BS Dicks
Registration Number: CK1996/044696/23
Postal Address: P.O. Box 2862, ALBERTON, 1450
Physical Address: 35 Radio Road, Alberton North, 1449
Telephone Number: (011) 869 0835
Fax Number: (011) 869 0896

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY B & A REFRACTORY SUPPLIES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

DR W BASSON**SECTION 51 MANUAL**

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

INTRODUCTION

The sole proprietor is a medical doctor, practising as a general practitioner.

1. CONTACT DETAILS

Information Officer:	Dr W Basson
Postal Address:	P.O. Box 25, WELOBIE, 1714
Physical Address:	Saveway Spar Centre, 43 Harebell Street, Weltevreden Park, 1709
Telephone Number:	(011) 679 3719
Fax Number:	(011) 475 5844

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY DR W BASSON

Financial information including records and books of account; taxation, medical and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Sole Proprietor, the Government Gazette and the South African Human Rights Commission.

BC LANDSCAPING CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in training landscape and horticultural practitioners as well as consulting in related industries.

1. CONTACT DETAILS

Head of the Corporation: RC Carrington
Registration Number: CK1999/016096/23
Postal Address: P.O. Box 7579, WELTEVREDEN PARK, 1715
Telephone Number: (011) 679 5351
E-mail: bcland@mweb.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY BC LANDSCAPING CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

BEST CANOPY HOLDING (PTY) LTD**SECTION 51 MANUAL**

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

INTRODUCTION

The Company specialises in the manufacture, sale, supply fitment and repair of steel and fibreglass canopies and loadbodies for commercial and private use.

1. CONTACT DETAILS

Head of the Company: GE de Souza
Registration Number: 2001/014038/07
Postal Address: P.O. Box 58462, NEWVILLE, 2114
Physical Address: 225 Main Road, Martindale, 2092
Telephone Number: (011) 477 5136
Fax Number: (011) 477 5118

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act No 61 of 1973; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY BEST CANOPY HOLDING (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Company, the Government Gazette and the South African Human Rights Commission.

BOB GRIFFITHS STEELWORK CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in general steelwork and contracting.

1. CONTACT DETAILS

Head of the Corporation: RH Griffiths
Registration Number: CK1988/009209/23
Postal Address: Postnet Suite No 37, Private Bag X65, HALFWAY HOUSE, 1685
Telephone Number: (011) 468 2111
E-mail: rob-namaste@iafrica.com

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY BOB GRIFFITHS STEELWORK CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

CENTURY AVIONICS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the selling of aviation navigational and communication equipment.

1. CONTACT DETAILS

Head of the Corporation:	SA Teixeira
Registration Number:	CK1988/004176/23
Postal Address:	P.O. Box 100, LANSERIA, 1748
Physical Address:	Hangar M1, Lanseria Airport, 1748
Telephone Number:	(011) 701 3244
Fax Number:	(011) 701 3270
E-mail:	sales@centuryavionics.co.za
Website:	www.centuryavionics.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY CENTURY AVIONICS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

CFIS INVESTMENTS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in property investment and letting.

1. CONTACT DETAILS

Head of the Corporation: JG Gallacher
Registration Number: CK2002/103584/23
Postal Address: P.O. Box 532, LANSERIA, 1748
Physical Address: Northlands Business Park, No 2 Northlands Corner Minis, Newmarket Road, North Riding, 2194
Telephone Number: (011) 704 6147
Fax Number: (011) 704 6151

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY CFIS INVESTMENTS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

**CHRISROY PROP CC
TRADING AS MECHANALYSIS**

SECTION 51 MANUAL

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

INTRODUCTION

The Close Corporation specialises in property owning and balancing of electric motors, vibration monitoring and electrical maintenance.

1. CONTACT DETAILS

Head of the Corporation:	MM Taylor
Registration Number:	CK2001/001570/23
Postal Address:	P.O. Box 6344, ANSFRERE, 1711
Physical Address:	Remstang Avenue, Stormhill, Roodepoort, 1709
Telephone Number:	(011) 474 9551
Fax Number:	(011) 474 3250
E-mail:	wptmech@global.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY CHRISROY PROP CC TRADING AS MECHANALYSIS

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

COLOUR KING CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in printing and related business.

1. CONTACT DETAILS

Head of the Corporation: MP De Matos
Registration Number: CK1992/007229/23
Postal Address: P.O. Box 1155, MULBARTON, 2159
Physical Address: 268 Johannesburg Road, La Rochelle, Johannesburg, 2001
Telephone Number: (011) 435 1394
Fax Number: (011) 435 1398
E-mail: colking@netactive.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY COLOUR KING CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

CONSULTANTS UNLIMITED EXECUTIVE PLACEMENTS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises as human resource consultants.

1. CONTACT DETAILS

Head of the Corporation:	CS de Bruin
Registration Number:	CK2001/032964/23
Postal Address:	Postnet Suite 45, Private Bag X1, NORTHCLIFF, 2115
Telephone Number:	(011) 678 5820
Fax Number:	(011) 478 6592
E-mail:	stefdb@iafrica.com

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY CONSULTANTS UNLIMITED EXECUTIVE PLACEMENTS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

COSMO PRIVATE SCHOOL CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises as a nursery school.

1. CONTACT DETAILS

Head of the Corporation:	B Boy
Registration Number:	CK1996/033949/23
Postal Address:	P.O. Box 17217, RANDHART, 1457
Physical Address:	7 Melkhout Street, Mayberry Park, 1448
Telephone Number:	(011) 864 4185
Fax Number:	(011) 864 7501

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY COSMO PRIVATE SCHOOL CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

DNA MOTORCYCLES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the sale and repair of motor cycles and accessories.

1. CONTACT DETAILS

Head of the Corporation:	P Targett
Registration Number:	CK1999/027821/23
Postal Address:	P.O. Box 976, ALLENSNEK, 1737
Physical Address:	Constantia Motor City, 14 th Avenue, Constantia Kloof, 1709
Telephone Number:	(011) 475 1233
Fax Number:	(011) 475 1313
E-mail:	dnamotorcycles@netactive.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY DNA MOTORCYCLES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

DOCUMENT EXCELLENCE (PTY) LTD**SECTION 51 MANUAL**

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

INTRODUCTION

The Company specialises in distribution, sale and repair of photocopiers and office equipment and supplies.

1. CONTACT DETAILS

Head of the Company: JF Goldie
Registration Number: 2002/011991/07
Postal Address: P.O. Box 334, BANBURY CROSS, 2164
Physical Address: No. 18 4th Street, Delarey, Florida, 1709
Telephone Number: (011) 472 7292
Fax Number: (011) 472 6838
E-mail: jgoldie@xdnnorth.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act No 61 of 1973; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY DOCUMENT EXCELLENCE (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Company, the Government Gazette and the South African Human Rights Commission.

EXECUTIVE HELICOPTERS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the supply of helicopter, aircraft and associated spares sales and maintenance.

1. CONTACT DETAILS

Head of the Corporation:	WAE Olmsted
Registration Number:	CK1986/017152/23
Postal Address:	P.O. Box 72, LANSERIA, 1748
Physical Address:	Hangar No 205, Lanseria Airport, 1748
Telephone Number:	(011) 701 3344
Fax Number:	(011) 659 1000

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY EXECUTIVE HELICOPTERS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

FURM ENGINEERING CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in machining and general engineering.

1. CONTACT DETAILS

Head of the Corporation: D Whittaker
Registration Number: CK2001/047057/23
Postal Address: P.O. Box 146570, BRACKEN GARDENS, 1452
Physical Address: Unit 20 Joanie Park, 186 2nd Avenue, Florentia, 1449
Telephone Number: (011) 869 2220
Fax Number: (011) 869 2222
E-mail: furmseal@mweb.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY FURM ENGINEERING CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

FURMSEAL CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the supply of specialised engineering on-site sealing services and products.

1. CONTACT DETAILS

Head of the Corporation:	D Whittaker
Registration Number:	CK1999/069187/23
Postal Address:	P.O. Box 146570, BRACKEN GARDENS, 1452
Physical Address:	Unit 20 Joanique Park, 186 2 nd Avenue, Florentia, 1449
Telephone Number:	(011) 869 2220
Fax Number:	(011) 869 2222
E-mail:	furmseal@mweb.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY FURMSEAL CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

GGEM PROPERTIES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in property investments and rental.

1. CONTACT DETAILS

Head of the Corporation: MP De Matos
Registration Number: CK1990/005274/23
Postal Address: P.O. Box 1155, MULBARTON, 2059
Physical Address: 268 Johannesburg Road, La Rochelle, Johannesburg, 2001
Telephone Number: (011) 435 1394
Fax Number: (011) 435 1398

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY GGEM PROPERTIES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

GNB ELECTRICAL CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in electrical contracting and maintenance.

1. CONTACT DETAILS

Head of the Corporation: GN Busse
Registration Number: CK1999/060263/23
Postal Address: P.O. Box 2921, PINEGOWRIE, 2123
Telephone Number: (083) 442 7777
Fax Number: (011) 789 4498

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY GNB ELECTRICAL CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

GOLDEN ROUTE AFRICA CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises as tour operators as well as a travel agency.

1. CONTACT DETAILS

Head of the Corporation: T Katz
Registration Number: CK1999/008051/23
Postal Address: P.O. Box 517, WENDYWOOD, 2144
Physical Address: 1st Floor Office Suites, Grayston Shopping Centre, Grayston Drive, Sandown, 2196
Telephone Number: (011) 784 1659
Fax Number: (011) 884 2749
E-mail: goldenrout@telkomsa.net

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY GOLDEN ROUTE AFRICA CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

GRAFIKLEE CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in graphic art and design.

1. CONTACT DETAILS

Head of the Corporation: DA Pahl
Registration Number: CK1991/021659/23
Postal Address: P.O. Box 2150, RIVONIA, 2128
Physical Address: 62 St James Crescent, Bryanston, 2021
Telephone Number: (011) 706 7634
Fax Number: (011) 463 1888
E-mail: kaalkopp@iafrica.com
Website: www.grafiklee.com

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY GRAFIKLEE CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

GUY'S AIRCRAFT SERVICES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in aircraft repairs and maintenance.

1. CONTACT DETAILS

Head of the Corporation: SG Guy
Registration Number: CK1994/035126/23
Postal Address: P.O. Box 2065, JUKSKEI PARK, 2153
Physical Address: Hangar 1, Grand Central Airport, New Road Halfway House, 1685
Telephone Number: (011) 315 2907
Fax Number: (011) 805 4987
E-mail: guysaircraft@yebo.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY GUY'S AIRCRAFT SERVICES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

GYS MANS ENGINEERING CONSULTING CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in engineering consulting, project management, sales and services.

1. CONTACT DETAILS

Head of the Corporation: GA Mans
Registration Number: CK1995/022355/23
Postal Address: P.O. Box 146617, BRACKEN GARDENS, 1452
Telephone Number: (011) 867 4085
Fax Number: (011) 867 4083
E-mail: gmec@netactive.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY GYS MANS ENGINEERING CONSULTING CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

HAWK ELECTRICAL & INDUSTRIAL WHOLESALERS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises as suppliers and distributors of electrical and industrial equipment and accessories.

1. CONTACT DETAILS

Head of the Corporation: ND Barnes
Registration Number: CK1997/035496/23
Postal Address: P.O. Box 26480, EAST RAND, 1462
Physical Address: Unit 1, Stacey Lee Industrial Park, Derrick Coetzee Street, Jet Park, 1469
Telephone Number: (011) 397 4927
Fax Number: (011) 397 5614

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY HAWK ELECTRICAL & INDUSTRIAL WHOLESALERS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

HERO ENGINEERING CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in tool and die making and general engineering.

1. CONTACT DETAILS

Head of the Corporation:	R Melkes
Registration Number:	CK1988/007072/23
Postal Address:	P.O. Box 1104, EDENVALE, 1610
Physical Address:	65 Bell Street, Meadowdale, Route 24, Germiston, 1400
Telephone Number:	(011) 392 2877
Fax Number:	(011) 392 2878

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY HERO ENGINEERING CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

INSPIRED MEDIA CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the publication, marketing and distribution of inspirational material.

1. CONTACT DETAILS

Head of the Corporation: JD Kussmaul
Registration Number: CK1998/036097/23
Postal Address: P.O. Box 1756, RANDPARK RIDGE, 2156
Telephone Number: (011) 476 7199
Fax Number: (011) 476 8757
E-mail: inspired@mweb.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY INSPIRED MEDIA CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

JIN RESTAURANTS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises as a restaurant and allied services.

1. CONTACT DETAILS

Head of the Corporation:	JI Nemeth
Registration Number:	CK1997/048390/23
Postal Address:	P.O. Box 1710, NORTHCLIFF, 2115
Physical Address:	Corner of Christiaan de Wet and John Vorster Roads, Radiokop, 1709
Telephone Number:	(011) 763 6487
Fax Number:	(011) 675 1161

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY JIN RESTAURANTS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

LANSERIA ELECTRICAL SERVICES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in aircraft electrical maintenance and repair.

1. CONTACT DETAILS

Head of the Corporation: JC Barnes
Registration Number: CK1990/010450/23
Postal Address: P.O. Box 372, LANSERIA, 1748
Physical Address: Hangar Z6, Lanseria Airport, 1748
Telephone Number: (011) 659 2442
Fax Number: (011) 792 7344

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY LANSERIA ELECTRICAL SERVICES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

LUMATESS TECHNOLOGIES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in electrical and mechanical maintenance and supplies.

1. CONTACT DETAILS

Head of the Corporation: PJ Dicks
Registration Number: CK2001/079272/23
Postal Address: P.O. Box 7384, ALBEMARLE, 1410
Physical Address: Shop 5, Brackenhurst Medical Centre, Vermooten Street,
Brackenhurst, 1450
Telephone Number: (011) 867 5727
Fax Number: (011) 867 7874

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY LUMATESS TECHNOLOGIES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

LZ CONSTRUCTION CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises as building and civil contractors.

1. CONTACT DETAILS

Head of the Corporation: L Zamperoni
Registration Number: CK1990/029831/23
Postal Address: P.O. Box 2605, HALFWAY HOUSE, 1685
Physical Address: No 1/208 Trichardt Road, President Park, Midrand, 1686
Telephone Number: (011) 805 1423
Fax Number: (011) 315 4815
E-mail: lzcon@mweb.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY LZ CONSTRUCTION CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

MEAD INTERTRADE CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in trading in chemicals, food and pharmaceutical products.

1. CONTACT DETAILS

Head of the Corporation:	PS Mead
Registration Number:	CK1997/016543/23
Postal Address:	P.O. Box 3340, CRESTA, 2118
Physical Address:	No 3 9 th Avenue, Fairwood, 2192
Telephone Number:	(011) 640 4076
Fax Number:	(011) 640 4077
E-mail:	meadint@iafrica.com

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY MEAD INTERTRADE CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

MEDIA TENOR SOUTH AFRICA – INSTITUTE FOR MEDIA ANALYSIS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in quantitative and qualitative media analysis.

1. CONTACT DETAILS

Head of the Corporation: WN Schreiner
Registration Number: CK2000/053648/23
Postal Address: P.O. Box 26493, MONUMENT PARK, 0105
Telephone Number: (012) 347 5900
Fax Number: (012) 347 9878
E-mail: infos@mediatenor.com
Website: mediatenor.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY MEDIA TENOR SOUTH AFRICA – INSTITUTE FOR MEDIA ANALYSIS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

METRO SECURITY SYSTEMS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the installation, maintenance and supply of security systems.

1. CONTACT DETAILS

Head of the Corporation: RA Bramford
Registration Number: CK1995/012360/23
Postal Address: P.O. Box 3203, KENMARE, 1745
Telephone Number: (011) 955 1856
Fax Number: (011) 955 1856

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY METRO SECURITY SYSTEMS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

NEUPLAST CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the manufacture of fibreglass and pvc products.

1. CONTACT DETAILS

Head of the Corporation: VC Aird
Registration Number: CK1995/042054/23
Postal Address: P.O. Box 9083, ELSBURG, 1407
Physical Address: Corner of Barracuda and Snoek Streets, Wadeville Ext. 2, Germiston, 1428
Telephone Number: (011) 827 7108
Fax Number: (011) 827 1931

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY NEUPLAST CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

NEUPLAST PROPERTY INVESTMENTS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in property investment and rental.

1. CONTACT DETAILS

Head of the Corporation: VC Aird
Registration Number: CK1997/001430/23
Postal Address: P.O. Box 9083, ELSBURG, 1407
Physical Address: Corner of Bargacuda and Snoek Streets, Wadeville Ext. 2, Germiston, 1428
Telephone Number: (011) 827 7108
Fax Number: (011) 827 1931

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY NEUPLAST PROPERTY INVESTMENTS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

NEW CONCEPT MANAGEMENT SERVICES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in project management.

1. CONTACT DETAILS

Head of the Corporation: D Griffiths
Registration Number: CK1995/025416/23
Postal Address: P.O. Box 17660, NORKEM PARK, 1631
Telephone Number: (011) 493 7514
Fax Number: (011) 972 2289
E-mail: newconcept@telkomsa.net

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY NEW CONCEPT MANAGEMENT SERVICES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

THE NEW HARVEST CHRISTIAN FELLOWSHIP**SECTION 51 MANUAL**

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

INTRODUCTION

To act according to the will of GOD for the church and thus to serve the Lord as HE dictates.

1. CONTACT DETAILS

Head of the Company: MG Smith
Registration Number: 2001/002276/08
Postal Address: P.O. Box 7051, WELTEVREDEN PARK, 1715
Physical Address: Shop 16, Hillfox Power Centre, Hendrik Potgieter Drive,
Weltevreden Park, 1715
Telephone Number: (011) 475 8524
E-mail: mervmary@mweb.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act No 61 of 1973; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY THE NEW HARVEST CHRISTIAN FELLOWSHIP

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Company, the Government Gazette and the South African Human Rights Commission.

NINE ELEVEN PARTS CENTRE CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in dealing in motor vehicles and spares as well as restoration of vehicles.

1. CONTACT DETAILS

Head of the Corporation: HW Smith
Registration Number: CK1992/005359/23
Postal Address: P.O. Box 2096, HONEYDEW, 2040
Physical Address: 58 Beyers Naude Drive, Honeydew, 2040
Telephone Number: (011) 795 2122
Fax Number: (011) 795 3544

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY NINE ELEVEN PARTS CENTRE CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

PIKININI'S DAY CARE CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises as a day care centre.

1. CONTACT DETAILS

Head of the Corporation: MSE Hall
Registration Number: CK1993/014892/23
Postal Address: P.O. Box 1710, NORTHCLIFF, 2115
Telephone Number: (011) 476 6307

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY PIKININI'S DAY CARE CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

PRO AVIONICS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the installation, sale, supply, repair, and servicing of avionic equipment.

1. CONTACT DETAILS

Head of the Corporation: JG Gallacher
Registration Number: CK1992/004684/23
Postal Address: P.O. Box 100, LANSERIA, 1748
Physical Address: Hangar M1, Lanseria Airport, 1748
Telephone Number: (011) 701 3244
Fax Number: (011) 701 3270
E-mail: sales@centuryavionics.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY PRO AVIONICS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

PRO TOOLING CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in distributor for cutting tools and engineering supplies.

1. CONTACT DETAILS

Head of the Corporation: LJ Botha
Registration Number: CK1986/015742/23
Postal Address: P.O. Box 6446, MEYERSDAL, 1447
Physical Address: Shop 5, Brackenhurst Medical Centre, Vermooten Street,
Brackenhurst, 1450
Telephone Number: (011) 867 5727
Fax Number: (011) 867 7874

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY PRO TOOLING CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

RADCHEM CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation is an independent agent for imported general chemicals and import, stock and distribute laboratory chemicals.

1. CONTACT DETAILS

Head of the Corporation: RA Dumbleton
Registration Number: CK2000/054873/23
Postal Address: P.O. Box 166982, BRACKENDOWNS, 1454
Physical Address: 1 Peddie Road, Wadeville, Germiston, 1428
Telephone Number: (011) 867 3726
Fax Number: (011) 867 5738
E-mail: klan@netactive.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY RADCHEM CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

RANBURG RACEWAY CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in go-kart racing and entertainment.

1. CONTACT DETAILS

Head of the Corporation: RK Hering
Registration Number: CK1996/000694/23
Postal Address: P.O. Box 1818, HONEYDEW, 2040
Physical Address: 272 Samantha Street, Strydom Park, 2194
Telephone Number: (011) 792 2260
Fax Number: (011) 791 2279

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY RANBURG RACEWAY CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

RAZORBILL PROPERTIES 20 CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in property investment and rentals.

1. CONTACT DETAILS

Head of the Corporation: HW Smith
Registration Number: CK2001/075846/23
Postal Address: P.O. Box 2096, HONEYDEW, 2040
Physical Address: 58 Beyers Naude Drive, Honeydew, 2040
Telephone Number: (011) 795 2122
Fax Number: (011) 795 3544

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY RAZORBILL PROPERTIES 20 CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

ROAMER REEF CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the manufacture, sale, supply fitment and repair of fibreglass canopies and loadbodies for commercial and private use.

1. CONTACT DETAILS

Head of the Corporation: GE de Souza
Registration Number: CK2000/046418/23
Postal Address: P.O. Box 841, RIVONIA, 2128
Physical Address: 36 Activia Road, Activia Park, Elandsfontein, 1401
Telephone Number: (011) 822 1200
Fax Number: (011) 822 1110

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY ROAMER REEF CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

RUSSCO DISTRIBUTORS (SA) (PTY) LTD**SECTION 51 MANUAL**

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

INTRODUCTION

The Company specialises in distribution, industrial safety equipment, protective clothing, cleaning materials and sanitary goods.

1. CONTACT DETAILS

Head of the Company: RJ Russel
Registration Number: 2001/003289/07
Postal Address: P.O. Box 6344, ANSFRERE, 1711
Physical Address: 347 Sifon Street, Robertville, Roodepoort, 1709
Telephone Number: (011) 472 0530
Fax Number: (011) 472 0533
E-mail: frontier@global.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act No 61 of 1973; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY RUSSCO DISTRIBUTORS (SA) (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Company, the Government Gazette and the South African Human Rights Commission.

SCREENBASE CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the manufacture and sale of office partitions and screens.

1. CONTACT DETAILS

Head of the Corporation: PC Warren
Registration Number: CK1996/030974/23
Postal Address: P.O. Box 38160, BOOYSENS, 2016
Physical Address: Unit 4C London Lane, Park Central, Selby, 2001
Telephone Number: (011) 493 3950
Fax Number: (011) 493 3955
E-mail: screenbase@icon.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY SCREENBASE CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

SELECT VENTURES (PTY) LTD**SECTION 51 MANUAL**

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

INTRODUCTION

The Company specialises in investment and letting of property.

1. CONTACT DETAILS

Head of the Company:	GG Dinwoodie
Registration Number:	1999/024515/07
Postal Address:	P.O. Box 532, ALLENSNEK, 1737
Telephone Number:	(011) 475 8565
Fax Number:	(011) 475 8530
E-mail:	greg@selectech.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act No 61 of 1973; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY SELECT VENTURES (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Company, the Government Gazette and the South African Human Rights Commission.

SELECT VENTURES ONE (PTY) LTD**SECTION 51 MANUAL**

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

INTRODUCTION

The Company specialises in investment and letting of property.

1. CONTACT DETAILS

Head of the Company:	GG Dinwoodie
Registration Number:	CK1999/024516/07
Postal Address:	P.O. Box 532, ALLENSNEK, 1737
Telephone Number:	(011) 475 8565
Fax Number:	(011) 475 8530
E-mail:	greg@selectech.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act No 61 of 1973; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY SELECT VENTURES ONE (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Company, the Government Gazette and the South African Human Rights Commission.

SELECT VENTURES TWO (PTY) LTD**SECTION 51 MANUAL**

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

INTRODUCTION

The Company specialises in investment and letting of property.

1. CONTACT DETAILS

Head of the Company: GG Dinwoodie
Registration Number: 1999/024517/07
Postal Address: P.O. Box 532, ALLENSNEK, 1737
Telephone Number: (011) 475 8565
Fax Number: (011) 475 8530
E-mail: greg@selectech.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act No 61 of 1973; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY SELECT VENTURES TWO (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Company, the Government Gazette and the South African Human Rights Commission.

SELECTECH (PTY) LTD**SECTION 51 MANUAL**

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

INTRODUCTION

The Company specialises in water and colour analysis, equipment and reagents as well as general laboratory equipment and consumables.

1. CONTACT DETAILS

Head of the Company: GG Dinwoodie
Registration Number: 1999/012868/07
Postal Address: P.O. Box 532, ALLENSNEK, 1737
Telephone Number: (011) 475 8565
Fax Number: (011) 475 8530
E-mail: greg@selectech.co.za
Website: www.selectech.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act No 61 of 1973; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY SELECTECH (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Company, the Government Gazette and the South African Human Rights Commission.

SIGNUMAT (PTY) LTD**SECTION 51 MANUAL**

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

INTRODUCTION

The Company specialises as a manufacturer of metal and synthetic products.

1. CONTACT DETAILS

Head of the Company: H Baumann
Registration Number: 1976/002674/07
Postal Address: P.O. Box 8690, EDENGLLEN, 1613
Physical Address: 65 Bell Street, Meadowdale Ext. 1, Germiston, 1401
Telephone Number: (011) 974 9034
Fax Number: (011) 392 5103

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Companies Act No 61 of 1973; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY SIGNUMAT (PTY) LTD

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Company, the Government Gazette and the South African Human Rights Commission.

SIMON VAN DER MEULEN PROJECTS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in project management.

1. CONTACT DETAILS

Head of the Corporation: SJG van der Meulen
Registration Number: CK1990/027375/23
Postal Address: P.O. Box 3634, PINEGOWRIE, 2123
Physical Address: Bouhof 31, Rqbin Hood Road, Robindale, Randburg, 2194
Telephone Number: (011) 782 9803
Fax Number: (011) 782 9802
E-mail: smeulen@icon.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY SIMON VAN DER MEULEN PROJECTS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

TALON TRUST**SECTION 51 MANUAL**

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

INTRODUCTION

The Trust specialises in property holding, management consulting and education services.

1. CONTACT DETAILS

Head of the Corporation: WAE Olmsted
Registration Number: IT6209/98
Postal Address: P.O. Box 72, LANSERIA, 1748
Physical Address: Hangar No 2Q5, Lanseria Airport, 1748
Telephone Number: (011) 701 3344
Fax Number: (011) 659 1000

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Trust Property Control Act No 57 of 1988; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY TALON TRUST

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

TEAM MAXIMUM HYDRAULICS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in mechanical and hydraulic repairs.

1. CONTACT DETAILS

Head of the Corporation: PJ van den Berg
Registration Number: CK1990/035772/23
Postal Address: P.O. Box 73499, FAIRLAND, 2030
Physical Address: Sifon Road, Robertville, Roodepoort, 1709
Telephone Number: (011) 672 2855
Fax Number: (011) 672 2971

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY TEAM MAXIMUM HYDRAULICS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

THE NEW PRODUCTION CORPORATION CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in video production.

1. CONTACT DETAILS

Head of the Corporation: L van Niekerk
Registration Number: CK2001/024456/23
Postal Address: P.O. Box 5820, CRESTA, 2118
Physical Address: 12 Selkirk Avenue, Randburg, 2194
Telephone Number: (011) 787 8814
Fax Number: (011) 886 5456
E-mail: dtv@global.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY THE NEW PRODUCTION CORPORATION CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

THEO'S V MOTORS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in sale, maintenance and repair of motor vehicles and motor cycles and retail trade in automotive fuel.

1. CONTACT DETAILS

Head of the Corporation: T Velimahitopoulos
Registration Number: CK2003/004136/23
Postal Address: P.O. Box 6024, WELTEVREDEN PARK, 1715
Physical Address: 59 Republic Road, Corner Judges and Republic Roads, Cresta, Randburg, 2194
Telephone Number: (011) 476 5154

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY THEO'S V MOTORS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

TRANSVAAL PAINTING AND SHEETING CONTRACTORS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in painting, sheeting, scaffolding, maintenance and industrial insulation.

1. CONTACT DETAILS

Head of the Corporation: IM Campher
Registration Number: CK1996/059490/23
Postal Address: P.O. Box 11315, BRAKPAN NORTH, 1545
Physical Address: 48A Boundary Road, Brakpan, 1541
Telephone Number: (011) 740 9956
Fax Number: (011) 744 4981

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY TRANSVAAL PAINTING AND SHEETING CONTRACTORS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

TSALA TECHNOLOGY CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the import and distribution of Garmin mapping and other technology.

1. CONTACT DETAILS

Head of the Corporation:	FJ Botha
Registration Number:	CK2002/046909/23
Postal Address:	P.O. Box 108, LANSERIA, 1748
Physical Address:	35 Lotus Lane, Irene, 0062
Telephone Number:	(011) 704 6147
Fax Number:	(011) 704 6151

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission	
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Fax:	(011) 484 0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY TSALA TECHNOLOGY CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

VANADIUMSTRAAT 20 RUSTENBURG CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in investment and rental of fixed property.

1. CONTACT DETAILS

Head of the Corporation: KC Rooseboom
Registration Number: CK1997/048568/23
Postal Address: P.O. Box 1710, NORTHCLIFF, 2115
Physical Address: 20 Vanadium Street, Rustenburg, 0300
Telephone Number: (011) 792 4799
Fax Number: (011) 792 6852
E-mail: cheri@rooseboomphotography.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY VANADIUMSTRAAT 20 RUSTENBURG CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

WELLCO AIR SERVICES CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in the supply of aircraft spares, repairs and maintenance.

1. CONTACT DETAILS

Head of the Corporation: PM Hartwell
Registration Number: CK1989/041044/23
Postal Address: P.O. Box 202, LANSERIA, 1748
Physical Address: Hangar No 45, Lanseria Airport, 1748
Telephone Number: (011) 659 1933
Fax Number: (011) 659 1040
E-mail: welcoair@netactive.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit, The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY WELLCO AIR SERVICES CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information. Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

WILLEMS & VAN DER WESTHUIZEN COMMERCIAL AND FINANCIAL ACCOUNTANTS CC**SECTION 51 MANUAL**

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

INTRODUCTION

The Close Corporation specialises in commercial and financial accounting and taxation services.

1. CONTACT DETAILS

Head of the Corporation: A Willems
Registration Number: CK2000/007506/23
Postal Address: P.O. Box 1710, NORTHCLIFF, 2115
Telephone Number: (011) 475 7171/2
Fax Number: (011) 475 7194
E-mail: willems@yebo.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003. When available this guide can be obtained from:

PAIA Unit , The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records as required by the followings Acts are available:

Close Corporations Act No 69 of 1984; Income Tax Act No 95 of 1967; Value Added Tax Act 89 of 1991; Basic Conditions of Employment Act No 75 of 1997; Employment Equity Act No 55 of 1998; Labour Relations Act No 66 of 1995; Unemployment Insurance Act No 63 of 2001; Unemployment Contributions Act No 4 of 2002; Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993; Skills Development Levies Act 9 of 1999; Regional Services Councils Act No 109 of 1985.

4. RECORDS HELD BY WILLEMS & VAN DER WESTHUIZEN COMMERCIAL AND FINANCIAL ACCOUNTANTS CC

Incorporation documents; financial information including records and books of account; taxation and employment records and technical information . Access to these documents may be protected by professional privilege, privacy or the grounds of refusal detailed in the Act.

5. PRESCRIBED INFORMATION

Not presently applicable.

6. AVAILABILITY OF THE MANUAL

The manual is available for inspection at the offices of the Corporation, the Government Gazette and the South African Human Rights Commission.

VAN HUYSTEEN & KRIEL ING \ INC

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

INDEKS

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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Van Huyssteen & Kriel 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 J M Van Staden 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 Huyssteen & Kriel 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 Van Huyssteen & Kriel Prokureurs;
"van Huyssteen & Kriel"Prokureurs	beteken Van Huyssteen & Kriel Prokureurs, 'n Ingelyfde Maatskapy wat regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede en of organisasies verskaf;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die professionele assistent van Van Huyssteen & Kriel Prokureurs is aangewys as die Inligtingsbeampte van Van Huyssteen & Kriel 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:	Van Huyssteen & Kriel Prokureurs
Professionele Assistent en Inligtingsbeampte:	Mnr J M Van Staden
Adres:	Charlesstraat 390 Brooklyn Pretoria, 0181
Posadres:	Posbus 2117 Brooklyn Square 0181
Telefoon:	(012) 460 1266
Faks:	(012) 460 1277
E-pos:	zkriel@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 intigting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
2041 HOUGHTON

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 Huyssteen & Kriel Prokureurs hou inligting / dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):-

- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No. 24 van 1956
- Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- Maatskappywet, No. 58 van 1962 (Artikel 75)
- 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 (Artiekl 65)
- Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 66 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
- *Employment Equity Act*, No. 55 van 1998 (Artikel 26)
- *Skills Development Act*, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998

- *Skills Development Levies Act*, No. 9 van 1999
- *Werkloosheidsversekeringswet*, No. 63 van 2001

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

6. INLIGTING / DOKUMENTE GEHOU DEUR VAN HUYSSTEEN & KRIEL PROKURERUS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Van Huyssteen & Kriel Prokureurs hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Van Huyssteen & Kriel Prokureurs
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingskontrakte
- Van Huyssteen & Kriel Prokureurs Personeel Verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote/direkteure)
- Versekeringspolise

Van Huyssteen & Kriel Prokureurs is van voorneme om 'n webblad daar te stel welke toeganklik sal wees vir enige persoon wat toegang het tot die internet en bevat 'n profiel van Van Huyssteen & Kriel Prokureurs, kontakbesonderhede, dienste gelewer en deskundigheid sowel as professionele werknemers.

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 Van Huyssteen & Kriel Prokureurs gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

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

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Van Huyssteen & Kriel Prokureurs
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Van Huyssteen & Kriel Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en moontlik ook in die toekoms van Van Huyssteen & Kriel Prokureurs en sal ook gepubliseer word in die Staatskoerant.
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulations").

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000, ('the Act') FOR THE SENTINEL MINING INDUSTRY RETIREMENT FUND ("SENTINEL")

1. INTRODUCTION

1.1 Objective of the Act: The Promotion of Access to Information Act, No 2 of 2000, which was enacted on 3 February 2000, gives effect to the constitutional right of access to any information held by the State and any information that is held by another person or a private body and that is required for the exercise or protection of any rights*. Any person may request access including an employee, the public, government or competitors. Where a request is made in terms of the Act, SENTINEL 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 creates mechanisms to facilitate access to records** and sets out the requisite procedural issues attached to such request.

1.2 Fund overview: SENTINEL is obliged to comply with the requirements of the Act because it is a private body as defined in the Act. SENTINEL is registered in terms of the Pension Funds Act and provides retirement fund benefits to employees in the mining industry. The participating employers of SENTINEL are mainly in South Africa. SENTINEL's policy, principles, methods and procedures with respect to retention of records, which are in line with the applicable legislation, is a source document for the purpose of implementing the Act.

2. CONTACT DETAILS OF SENTINEL AND OF THE INFORMATION OFFICER [Section 51(1)(a)]: The under mentioned Information Officer has been empowered in writing by the Executive Committee of SENTINEL to make the decisions required in terms of the Act:

Information Officer	:	Adv Johanna Elizabeth Schutte, Principal Officer
Postal Address	:	Sentinel Mining Industry Retirement Fund, PO Box 61172, Marshalltown, 2107
Registered Address (Main place of business)	:	MPF House, 32 Princess of Wales Terrace, Sunnyside Park, Parktown, 2193
Telephone	:	(011) 481-8075
E-mail	:	esch@mpf.co.za
Website	:	www.sentinelretirement.co.za
		Facsimile: (011) 481-8287
		General E-mail Address: info@mpf.co.za

3. SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC) [Section 51(1)(b)]: The Act stipulates that the SAHRC should publish a guide on how to use the Act within 18 months after commencement of Section 10 (15 February 2002), which implies that it should be published by 15 August 2003. Any enquiries regarding this guide should be directed to the South African Human Rights Commission: PAIA Unit, The Research and Documentation Department

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

4. THE LATEST NOTICE REGARDING THE CATEGORIES OF RECORDS OF SENTINEL, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF SECTION 52(2) OF THE ACT [Section 51(1)(c)]: SENTINEL has not submitted any notice in terms of Section 52(1) of the Act. Information that is freely available without a request in terms of the Act is listed in paragraph 6 infra.

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

5.1 Records available in terms of the Pension Funds Act, no 24 of 1956, which Act regulates the main business of SENTINEL

5.1.1 The following records of SENTINEL are upon payment of the fees prescribed by Regulation or determined by the Rules of SENTINEL available on demand by a member of SENTINEL:

- (a) The registered rules of SENTINEL (including amendments).
- (b) The last revenue account and the last balance sheet prepared in terms of section 15(1) (Accounts) of the Pension Funds Act, 1956.

* Rights are not defined and may include rights founded in the Constitution, contract, delict or statute.

** A "record" includes all records held by SENTINEL irrespective of how or when the record came into existence and regardless of the form of the record. Records also include records that are in the possession of an official of SENTINEL or a contractor employed by SENTINEL.

- 5.1.2 The following records are, in terms of Sections 22 (Inspection of documents) and 35 (Right to obtain copies of or to inspect certain documents), of the Pension Funds Act, available for inspection without charge at the registered address of SENTINEL:
- The documents referred to in par. 5.1.1 supra.
 - The last report by a valuator or a summary thereof prepared in terms of Section 16 (Investigations by a valuator) of the Pension Funds Act.
 - The last statement (if any) and report thereon prepared in terms of Section 17 (Modifications where investigations by a valuator are unnecessary) of the Pension Funds Act.
 - Any scheme, if any, which is being carried out by SENTINEL in accordance with the provisions of Section 18 (Fund not in a sound financial condition) of the Pension Funds Act.
- 5.1.3 In terms of Section 22 of the Pension Funds Act, any person (upon payment of the prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in paragraphs 5.1.1 and 5.1.2 above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at 455 Rigel Avenue, Pretoria.
Telephone: (012) 428-8000 **Facsimile:** (012) 347-0221 **Website:** <http://www.fsb.co.za>
- 5.1.4 In as far as the membership of SENTINEL is concerned, they should bear in mind that in terms of the Pension Fund Circulars issued by the Registrar of Pension Funds, No 86 and No 90, the Registrar has laid down disclosure requirements. PF Circular 86 lays down the minimum disclosure requirements in respect of active fund members, communications on restructuring of the Fund, as well as information on withdrawal, retirement and death benefits. PF Circular 90 prescribes disclosure requirements pertaining to pensioners, deferred pensioners and dependants of deceased members. Although the PF Circulars are not law, SENTINEL adhered to the requirements of both circulars and disclosed the relevant information to its members and pensioners in order to enable them to exercise or protect any of their rights.
- 5.1.5 The Annual Report of SENTINEL is also available on request and the Fund adhered to the requirements of the Legal Deposit Act, No 54 of 1997, in this regard.
- 5.2 **Records available in accordance with other legislation** - Records are kept in accordance with such other legislation as is applicable to SENTINEL, which includes but is not limited to, the following legislation:
- Basic Conditions of Employment Act, No 75 of 1997
 - Collective Investment Schemes Control Act of 2002
 - Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
 - Consumer Affairs (Unfair Business Practices) Act, No 71 of 1988
 - Constitution of SA Act, No 108 of 1996
 - Copyright Act, No 98 of 1978
 - Currencies and Exchange Act, No 9 of 1993
 - Custody and Administration of Securities Act, No 85 of 1992
 - Electronic Communications and Transactions Act, No 25 of 2002
 - Employment Equity Act, No 55 of 1998
 - Financial Institutions (Protection of Funds) Act, No 28 of 2001
 - Financial Markets Control Act, No 55 of 1989
 - Income Tax Act, No 58 of 1962
 - Insider Trading Act, No 135 of 1998
 - Inspection of Financial Institutions Act, No 80 of 1998
 - Labour Relations Act, No 66 of 1995
 - National Environmental Management Act, No 107 of 1998
 - Prevention of Organised Crime Act, No 121 of 1998
 - Promotion of Equality and Prevention of Unfair Discrimination Act, No 4 of 2000
 - Regulation of Interception of Communications and Provision of Communication-related Information Act, No 70 of 2002
 - Regional Service Councils Act, No 109 of 1985
 - Safe Deposit of Securities Act, No 85 of 1992
 - Skills Development Act, No 97 of 1998
 - Skills Development Levies Act, No 9 of 1999
 - Stamp Duties Act, No 77 of 1968
 - Stock Exchange Control Act, No 1 of 1985
 - Unemployment Insurance Act, No 63 of 2001
 - Tax on Retirement Funds Act, No 38 of 1996
 - Trade Marks Act, No 194 of 1993
 - Usury Act, No 73 of 1968
 - Value Added Tax Act, No 89 of 1991

- 6. DESCRIPTION OF RECORDS HELD BY SENTINEL THAT MAY BE REQUESTED [Section 51(1)(e)]:**
This clause serves as a reference to the records that SENTINEL holds in order to facilitate a request in terms of the Act. The information is grouped according to records relating to the subjects and categories listed in this paragraph. SENTINEL will provide records and information to its stakeholders on the basis that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out in the Act.
- 6.1 General SENTINEL Records**
Attendance Registers.
Fidelity and Indemnity Certificate.
FSB Certificate of Registration.
Fund booklets, brochures, newflashes and communication.
Minute Books and agenda packs for Board and Subcommittee meetings.
Participating Employer details.
Pension Fund Adjudicator Complaints lodged against SENTINEL.
Rules and Rule amendments.
SARS Certificate of Approval.
Statutory records.
- 6.2 Records of members and pensioners of SENTINEL**
Contribution records.
Claims records in relation to all withdrawals (exits, retirements, deaths and disabilities), including notification forms, statements of value, payment instructions, copies of cheque/electronic transfer payment references.
Data relating to calculations of members' fund values.
Disability claimant records and supporting documentation.
Membership details and personal particulars.
Section 14 Transfers including all applicable documentation such as Section 14 applications, certificates, calculations and option forms, where applicable.
Tax applications, directives and certificates (where applicable).
Trustees' resolutions relating to disposal of death benefits with supporting documentation.
- 6.3 Contracts**
Contracts with service providers such as consultants, consulting and independent actuaries, and auditors.
Contracts for outsourcing of the management of SENTINEL's assets.
Contracts with respect to the appointment of non-executive independent trustees/alternates.
Insurance policy documents relating to death and disability benefits.
Investment contracts and policies of insurance regarding investments.
- 6.4 Financial Records**
Annual financial statements.
Bank statements of fund bank accounts.
Cashbooks and reconciliation to Bank.
General ledgers.
Statutory valuation reports and certificates.
Trial balances.
- 6.5 Personnel Records**
Conditions of employment and other personnel-related contractual and quasi-legal records.
Correspondence relating to personnel.
Employment policies and practices.
Personal records provided by personnel including but not limited to employment contracts, identity documents, curriculum vitae, application forms and qualifications.
Training schedules and manuals.
- 6.6 Other Party Records**
SENTINEL may possess records pertaining to other parties, including without limitation, trustees, contractors, suppliers, service providers, advisors, auditors, banking institutions, brokers, consultants and investors. Alternatively, such other parties may possess records that can be said to belong to SENTINEL. Personnel, stakeholder or SENTINEL records which another party, as opposed to the records held by SENTINEL, holds.

- 6.7 Types of information held** - SENTINEL holds the following types of information: Business, confidential, contractual, commercial, financial, illustrative of diagrammatic, legal, machine-readable, medical, operational, official, policy, procedural, research, statutory, scientific, strictly confidential and trade.
- 7. THE REQUEST PROCEDURES**
- 7.1 Form of request**
- 7.1.1** The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address or fax number of SENTINEL.
- 7.1.2** The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- 7.1.3** The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 7.1.4** If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- 7.2 Fees**
- 7.2.1** 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 that will be a standard fee.
- 7.2.2** The Information Officer must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request **[Section 22(1)]**.
- 7.2.3** The fee that the requester must pay to SENTINEL is R50. The requester may lodge an application to the Court against the tender or payment of the request fee **[Section 22(3)(b)]**.
- 7.2.4** After the Information Officer has made a decision on the request the requester must be notified in the required form.
- 7.2.5** If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure **[Section 22(6)]**.
- 7.2.6** The Information Officer shall withhold a record until the requester has paid the required fees prescribed by the Act.
- 7.2.7** If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.
- 8. 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.
- 9. AVAILABILITY OF THE MANUAL:** The SENTINEL manual will be available via e-mail and will be made available for inspection by the general public upon request, during office hours and free of charge, at the registered office of the SENTINEL and at its branch offices at Klerksdorp, Welkom and Witbank. It will be made available on the website during March 2003.
- 10. PRESCRIBED FORMS AND FEE STRUCTURE:** The prescribed forms and the fee structure are excluded for a saving on publishing costs. These will, however, be made available by means of e-mail, post or on the website of the South African Human Rights Commission (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

February 2003

#2003 gen memo jes pala final SENTINEL manual

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000, ('the Act') FOR THE MINE EMPLOYEES PENSION FUND ("MEPF")

1. INTRODUCTION

1.1 Objective of the Act: The Promotion of Access to Information Act, No 2 of 2000, which was enacted on 3 February 2000, gives effect to the constitutional right of access to any information held by the State and any information that is held by another person or a private body and that is required for the exercise or protection of any rights*. Any person may request access including an employee, the public, government or competitors. Where a request is made in terms of the Act, MEPF 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 creates mechanisms to facilitate access to records** and sets out the requisite procedural issues attached to such request.

1.2 Fund overview: MEPF is obliged to comply with the requirements of the Act because it is a private body as defined in the Act. MEPF is registered in terms of the Pension Funds Act and provides retirement fund benefits to employees in the mining industry. The participating employers of MEPF are mainly in South Africa. MEPF's policy, principles, methods and procedures with respect to retention of records, which are in line with the applicable legislation, is a source document for the purpose of implementing the Act.

2. CONTACT DETAILS OF MEPF AND OF THE INFORMATION OFFICER [Section 51(1)(a)]: The undermentioned Information Officer has been empowered in writing by the Executive Committee of MEPF to make the decisions required in terms of the Act:

Information Officer	:	Adv Johanna Elizabeth Schutte, Principal Officer	
Postal Address	:	Mine Employees Pension Fund, P O Box 61172, Marshalltown, 2107	
Registered Address	:	MPF House, 32 Princess of Wales Terrace,	
(Main place of business)	:	Sunnyside Park, Parktown, 2193	
Telephone	:	(011) 481-8075	Facsimile : (011) 481-8287
E-mail	:	esch@mpf.co.za	General E-mail Address : info@mpf.co.za
Website	:	None	

3. SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC) [Section 51(1)(b)]: The Act stipulates that the SAHRC should publish a guide on how to use the Act within 18 months after commencement of Section 10 (15 February 2002), which implies that it should be published by 15 August 2003. Any enquiries regarding this guide should be directed to the South African Human Rights Commission: PAIA Unit, The Research and Documentation Department

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

4. THE LATEST NOTICE REGARDING THE CATEGORIES OF RECORDS OF MEPF, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF SECTION 52(2) OF THE ACT [Section 51(1)(c)]: MEPF has not submitted any notice in terms of Section 52(1) of the Act. Information that is freely available without a request in terms of the Act is listed in paragraph 6 infra.

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

5.1 Records available in terms of the Pension Funds Act, no 24 of 1956, which Act regulates the main business of MEPF

5.1.1 The following records of MEPF are upon payment of the fees prescribed by Regulation or determined by the Rules of MEPF available on demand by a member of MEPF:

- The registered rules of MEPF (including amendments).
- The last revenue account and the last balance sheet prepared in terms of section 15(1) (Accounts) of the Pension Funds Act, 1956.

* Rights are not defined and may include rights founded in the Constitution, contract, delict or statute.

** A "record" includes all records held by SENTINEL irrespective of how or when the record came into existence and regardless of the form of the record. Records also include records that are in the possession of an official of SENTINEL or a contractor employed by SENTINEL.

- 5.1.2** The following records are, in terms of Sections 22 (Inspection of documents) and 35 (Right to obtain copies of or to inspect certain documents), of the Pension Funds Act, available for inspection without charge at the registered address of MEPF:
- (a) The documents referred to in par. 5.1.1 supra.
 - (b) The last report by a valuator or a summary thereof prepared in terms of Section 16 (Investigations by a valuator) of the Pension Funds Act.
 - (c) The last statement (if any) and report thereon prepared in terms of Section 17 (Modifications where investigations by a valuator are unnecessary) of the Pension Funds Act.
 - (d) Any scheme, if any, which is being carried out by MEPF in accordance with the provisions of Section 18 (Fund not in a sound financial condition) of the Pension Funds Act.
- 5.1.3** In terms of Section 22 of the Pension Funds Act, any person (upon payment of the prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in paragraphs 5.1.1 and 5.1.2 above and make a copy thereof or take extracts there from, or obtain from the Registrar of Pension Funds a copy thereof or extract there from. The Registrar of Pension Funds may be contacted at 455 Rigel Avenue, Pretoria.
Telephone: (012) 428-8000 **Facsimile:** (012) 347-0221 **Website:** <http://www.fsb.co.za>
- 5.1.4** In as far as the membership of MEPF is concerned, they should bear in mind that in terms of the Pension Fund Circulars issued by the Registrar of Pension Funds, No 86 and No 90, the Registrar has laid down disclosure requirements. PF Circular 86 lays down the minimum disclosure requirements in respect of active fund members, communications on restructuring of the Fund, as well as information on withdrawal, retirement and death benefits. PF Circular 90 prescribes disclosure requirements pertaining to pensioners, deferred pensioners and dependants of deceased members. Although the PF Circulars are not law, MEPF adhered to the requirements of both circulars and disclosed the relevant information to its members and pensioners in order to enable them to exercise or protect any of their rights.
- 5.1.5** The Annual Report of MEPF is also available on request and the Fund adhered to the requirements of the Legal Deposit Act, No 54 of 1997, in this regard.
- 5.2** **Records available in accordance with other legislation** - Records are kept in accordance with such other legislation as is applicable to MEPF, which includes but is not limited to, the following legislation:
- Basic Conditions of Employment Act, No 75 of 1997
 - Collective Investment Schemes Control Act of 2002
 - Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
 - Consumer Affairs (Unfair Business Practices) Act, No 71 of 1988
 - Constitution of SA Act, No 108 of 1996
 - Copyright Act, No 98 of 1978
 - Currencies and Exchange Act, No 9 of 1993
 - Custody and Administration of Securities Act, No 85 of 1992
 - Electronic Communications and Transactions Act, No 25 of 2002
 - Employment Equity Act, No 55 of 1998
 - Financial Institutions (Protection of Funds) Act, No 28 of 2001
 - Financial Markets Control Act, No 55 of 1989
 - Income Tax Act, No 58 of 1962
 - Insider Trading Act, No 135 of 1998
 - Inspection of Financial Institutions Act, No 80 of 1998
 - Labour Relations Act, No 66 of 1995
 - National Environmental Management Act, No 107 of 1998
 - Prevention of Organised Crime Act, No 121 of 1998
 - Promotion of Equality and Prevention of Unfair Discrimination Act, No 4 of 2000
 - Regulation of Interception of Communications and Provision of Communication-related Information Act, No 70 of 2002
 - Regional Service Councils Act, No 109 of 1985
 - Safe Deposit of Securities Act, No 85 of 1992
 - Skills Development Act, No 97 of 1998
 - Skills Development Levies Act, No 9 of 1999
 - Stamp Duties Act, No 77 of 1968
 - Stock Exchange Control Act, No 1 of 1985
 - Unemployment Insurance Act, No 63 of 2001
 - Tax on Retirement Funds Act, No 38 of 1996
 - Trade Marks Act, No 194 of 1993
 - Usury Act, No 73 of 1968
 - Value Added Tax Act, No 89 of 1991

- 6. DESCRIPTION OF RECORDS HELD BY MEPF THAT MAY BE REQUESTED [Section 51(1)(e)]:** This clause serves as a reference to the records that MEPF holds in order to facilitate a request in terms of the Act. The information is grouped according to records relating to the subjects and categories listed in this paragraph. MEPF will provide records and information to its stakeholders on the basis that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out in the Act.

6.1 General MEPF Records

Attendance Registers.
Fidelity and Indemnity Certificate.
FSB Certificate of Registration.
Fund booklets, brochures, newsflashes and communication.
Minute Books and agenda packs for Board and Subcommittee meetings.
Participating Employer details.
Pension Fund Adjudicator Complaints lodged against MEPF.
Rules and Rule amendments.
SARS Certificate of Approval.
Statutory records.

6.2 Records of members and pensioners of MEPF

Contribution records.
Claims records in relation to all withdrawals (exits, retirements, deaths and disabilities), including notification forms, statements of value, payment instructions, copies of cheque/electronic transfer payment references.
Data relating to calculations of members' fund values.
Disability claimant records and supporting documentation.
Membership details and personal particulars.
Section 14 Transfers including all applicable documentation such as Section 14 applications, certificates, calculations and option forms, where applicable.
Tax applications, directives and certificates (where applicable).
Trustees' resolutions relating to disposal of death benefits with supporting documentation.

6.3 Contracts

Contracts with service providers such as consultants, consulting and independent actuaries, and auditors.
Contracts for outsourcing of the management of MEPF's assets.
Contracts with respect to the appointment of non-executive independent trustees/alternates.
Insurance policy documents relating to death and disability benefits.
Investment contracts and policies of insurance regarding investments.

6.4 Financial Records

Annual financial statements.
Bank statements of fund bank accounts.
Cashbooks and reconciliation to Bank.
General ledgers.
Statutory valuation reports and certificates.
Trial balances.

6.5 Personnel Records

Conditions of employment and other personnel-related contractual and quasi-legal records.
Correspondence relating to personnel.
Employment policies and practices.
Personal records provided by personnel including but not limited to employment contracts, identity documents, curriculum vitae, application forms and qualifications.
Training schedules and manuals.

6.6 Other Party Records

MEPF may possess records pertaining to other parties, including without limitation, trustees, contractors, suppliers, service providers, advisors, auditors, banking institutions, brokers, consultants and investors. Alternatively, such other parties may possess records that can be said to belong to MEPF. Personnel, stakeholder or MEPF records which another party, as opposed to the records held by MEPF, holds.

- 6.7 Types of information held** - MEPF holds the following types of information: Business, confidential, contractual, commercial, financial, illustrative of diagrammatic, legal, machine-readable, medical, operational, official, policy, procedural, research, statutory, scientific, strictly confidential and trade.

7. THE REQUEST PROCEDURES

7.1 Form of request

- 7.1.1** The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address or fax number of MEPF.
- 7.1.2** The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- 7.1.3** The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 7.1.4** If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

7.2 Fees

- 7.2.1** 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 that will be a standard fee.
- 7.2.2** The Information Officer must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request [Section 22(1)].
- 7.2.3** The fee that the requester must pay to MEPF is R50. The requester may lodge an application to the Court against the tender or payment of the request fee [Section 22(3)(b)].
- 7.2.4** After the Information Officer has made a decision on the request, the requester must be notified in the required form.
- 7.2.5** If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [Section 22(6)].
- 7.2.6** The Information Officer shall withhold a record until the requester has paid the required fees prescribed by the Act.
- 7.2.7** If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

- 8. 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.

- 9. AVAILABILITY OF THE MANUAL:** The manual of the MEPF will be made available via e-mail and will be made available for inspection by the general public upon request, during office hours and free of charge at the registered office of the MEPF and at its branch offices at Klerksdorp, Welkom and Witbank.

- 10. PRESCRIBED FORMS AND FEE STRUCTURE:** The prescribed forms and the fee structure are excluded for a saving on publishing costs. These will, however, be made available by means of e-mail, post or on the website of the South African Human Rights Commission (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

February 2003

#2003 gen memo jes pala final mepf manual

CORPORATE SELECTION RETIREMENT FUND	P/F No: 12/8/27024
CORPORATE SELECTION PENSION FUND	P/F No: 12/8/36006
STANDARD BANK CORPORATE RETIREMENT FUND	P/F No: 12/8/36438
STANDARD BANK CORPORATE PENSION FUND	P/F No: 12/8/36440
INGESTRE PENSION SCHEME	P/F No: 12/8/16128
INGESTRE EXECUTIVE RETIREMENT FUND	P/F No: 12/8/19530
DELOITTE HASKINS & SELLS EXECUTIVE RETIREMENT FUND	P/F No: 12/8/20723
ONYX EXECUTIVE RETIREMENT FUND	P/F No: 12/8/21214
PROVISION FUND	P/F No: 12/8/34199
LIBERTY LIFE FRANCHISE UMBRELLA PROVIDENT FUND	P/F No: 12/8/34990

THE MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000, SECTION 51

1. INTRODUCTION

The Promotion Of Access To Information Act, 2 of 2000 ("The Act") was enacted on 3 February 2000, giving effect to the constitutional right of access to information held by private bodies, under certain conditions.

The Act requires each private body to prepare and publish a Manual setting out information about the records held by that private body, together with contact details of the private body.

This Manual has been prepared in terms of the Act in respect of the retirement funds listed above. The funds listed are umbrella provident funds and umbrella pension funds administered by Liberty Corporate Benefits, a business division of Liberty Group Limited, where the Principal Officer and / or Trustees are appointed by Liberty.

This manual is available for public inspection upon request, within office hours and without charge at the physical address of the funds.

2. MAKING A REQUEST FOR INFORMATION IN TERMS OF THE ACT

A request in terms of the Act begins with the completion of the prescribed form: please remember that you need to: -

1. Provide sufficient information to identify the record(s) requested and the requester.
2. Indicate the form of access required.
3. Specify a postal address or fax number in South Africa, or an e-mail address.
4. Identify the right that you want to exercise or protect and give an explanation as to why the record is needed for this purpose.
5. Indicate the form of reply to your request which you prefer, with the relevant particulars.
6. Supply proof of the capacity in which you are acting, if requesting access on behalf of another.

Any request for information in connection with any of the umbrella funds listed above must be in the format set out in the prescribed form, Form C of the Regulations relating to the promotion of access to information - "Request for Access to Records of Private Body".

Once complete, you can mail it to: -

The Principal Officer of the specific fund (please name the fund)
Liberty Group Limited
PO Box 2094
JOHANNESBURG
2000

or you can fax it to the Principal Officer at:

(011) 408-2726

or e-mail it to:

lcb.compliance@liberty.co.za

or you can deliver it to the physical address:

Liberty Centre
1, Ameshoff Street
Braamfontein
Johannesburg, 2001.

The principal officer can be contacted on (011) 408-2944.

We will deem the request for information to have been received once the form reaches our offices.

3. GUIDE TO BE PUBLISHED BY THE HUMAN RIGHTS COMMISSION

Should you require greater clarity, we refer you to the Guide which is to be published by the Human Rights Commission (HRC). It will describe in each official language:-

- the objects of the Act.
- such particulars of each private body (as are practicable).
- the manner and form of a request for access to the records of both a private and public body.
- the assistance available from the HRC in terms of the Act.
- the process that needs to be followed in order to make a request.
- how to get copies of the Guide at no charge.
- how to get access to the manual of a private body.
- all remedies in law available regarding an act or failure to act in respect to compliance with the Act.

The Guide will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission: Postal Address: Private Bag X2700, Houghton, 2041. Telephone: (011) 484-8300; Fax: (011) 484-7146; Website: www.sahrc.org.za; e-mail: paia@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT, 1956

We set out the records which are readily available to members of the umbrella funds without a request for access in terms of the Act being necessary:-

1. the right of a member to inspect without charge, at the registered office of the Funds, the registered rules of the Funds.
2. the right to receive a member benefit statement as prescribed in the Registrar of Pension Funds Circulars PF86 and PF90.

5. RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION

We set out a description of the records available in accordance with other legislation:-

1. Long-term Insurance Act, 52 of 1998.
 - Policies of Insurance.
 - Policyholder Protection Rules documentation.
2. Income Tax Act, 58 of 1962.
 - Copies of IRP5's.
3. Value Added Tax Act, 89 of 1991.
 - VAT returns.
4. Tax on Retirement Funds Act, 38 of 1996.
 - Retirement Fund Tax returns.
5. Stamp Duties Act, 77 of 1968.
 - Stamp Duty returns.
6. Regional Services Councils Act, 109 of 1985.
 - RSC levies returns.

6. RECORDS HELD BY THE FUNDS

We set out below the categories of records held by Liberty in respect of the retirement funds listed in the Annexure.:

FUND RECORDS	PARTICIPATING EMPLOYERS	MEMBER INFORMATION
<ul style="list-style-type: none"> - Registered rules of the Funds. - Policy (ies) issued by Liberty Group Limited to the Funds. - Information about the Trustees and Principal Officer. - Abbreviated financial statements submitted to the Registrar of Pension Funds, as well as current and historical financial information. - Annual Report of the Trustees to the members and participating employers. 	<ul style="list-style-type: none"> - Identity of participating employer - Contact details - Postal, fax and e-mail address, where available - Date of participation. 	<ul style="list-style-type: none"> - Member identity - Member contributions and entitlement to benefit - Benefits paid and tax deducted (if any) - Medical information (where applicable).

**PIET VAN STADEN
ATTORNEYS**

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

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

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 PIET VAN STADEN as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr Piet van Staden should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from PIET VAN STADEN.

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of PIET VAN STADEN from time to time;
"PIET VAN STADEN"	shall mean PIET VAN STADEN Attorneys, structured as a one man practice which renders legal services including legal advice and legal representation to individual clients and businesses/organizations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officers"	The senior partner of PIET VAN STADEN Attorneys has been appointed as the Information Officer of PIET VAN STADEN Attorneys, 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:	PIET VAN STADEN Attorneys
Partner and appointed Information Officer:	Mr Petrus Johannes Piet van Staden
Address:	62 Eggo Jan Street, Oberholzer, 2502
Postal address:	P O Box 6013, Oberholzer, 2502
Telephone:	(018) 788 6528/9
Fax:	(018) 788 2833
E-mail:	pvstaden@hntic.net
Website address:	N/A

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

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

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

PAIA Unit	
The Research and Documentation Department	
Private Bag 2700	
HOUTGTON	
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)**

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

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

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

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

PIET VAN STADEN Attorneys holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of PIET VAN STADEN Attorneys
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- PIET VAN STADEN Attorneys Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by PIET VAN STADEN Attorneys is automatically available without a person having to request access in terms of the 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 PIET VAN STADEN Attorney, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of PIET VAN STADEN Attorney.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*.
- 8.4 It should not 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.doj.gov.za) (under "regulations").

**DIRK LUUS
ATTORNEYS**

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

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1. INTRODUCTION

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

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

Any requestor is advised to contact Mr Dirk Luus should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from DIRK LUUS.

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of DIRK LUUS from time to time;
"DIRK LUUS"	shall mean DIRK LUUS Attorneys, structured as a one man practice which renders legal services including legal advice and legal representation to individual clients and businesses/organizations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officers"	The senior partner of DIRK LUUS Attorneys has been appointed as the Information Officer of DIRK LUUS Attorneys, 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:	DIRK LUUS Attorneys
Partner and appointed Information Officer:	Mr Dirkie Luus
Address:	62 Eggo Jan Street, Oberholzer, 2502
Postal address:	P O Box 6013, Oberholzer, 2502
Telephone:	(018) 788 6528/9
Fax:	(018) 788 2833
E-mail:	dirkluus@lantic.net
Website address:	N/A

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

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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

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- Attorneys Act, Nr. 53 of 1979
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- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- DIRK LUUS Attorneys Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies

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

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- 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 not 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.doj.gov.za) (under "regulations").

OOSTHUIZEN & ROELAND PROKUREURS, EGGO JANSTRAAT 64, OBERHOLZER / POSBUS 6280, OBERHOLZER, 2502
HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO.2 VAN 2000.

INDEKS**BLADSY**

1.	Inleiding	1
2.	Kontakbesonderhede	1
3.	Riglyn in terme van Artikel 10 van die Wet	1
4.	Kennisgewing(s) in terme van Artikel 52(2) van die Wet	1
5.	Inligting/dokumente beskikbaar ingevolge ander wetgewing	2
6.	Inligting/dokumente gehou deur Oosthuizen & Roeland Prokureurs 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 Oosthuizen & Roeland 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. Willie Roeland (Carletonville) en/of Me. Charlmarie Peché (Fochville) 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 Oosthuizen & Roeland 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 Oosthuizen & Roeland Prokureurs;
"Oosthuizen en Roeland Prokureurs"	beteken Oosthuizen & Roeland Prokureurs, gestruktureer as 'n Ingelyfde Maatskappy en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede/organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;
"Inligtingsbeampte"	die direkteur van Oosthuizen & Roeland Prokureurs is aangewys as die inligtingsbeampte van Oosthuizen & Roeland 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:	Oosthuizen & Roeland Prokureurs
Direkteur en inligtingsbeampte:	Mnr. Willie Roeland
Professionele Assistent:	Me. Charlmarie Peché
Hoofkantoor Adres:	Eggo Janstraat 64, Oberholzer
Posadres:	Posbus 6280, Oberholzer, 2502
Telefoon:	(018) 786-2940
Faks:	(018) 786-2935
E-Pos:	oosland@legalcom.co.za

Takkantoor Adres:	Losberg laan 51, Fochville
Posadres:	Posbus 633, Fochville, 2515
Telefoon:	(018) 771-2061
Faks:	(018) 771-2551
E-Pos:	pietwil@lantic.net

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid	Telefoon:	+27 11 484 8300
Navorsing- en dokumentasie afdeling	Faks:	+27 11 484 0582/1360
Privaatsak 2700	Webblad:	www.sahrc.org.za
HOUGHTON, 2041	E-Pos:	tmpisi@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)

Oosthuizen & Roeland Prokureurs hou inligting/dokumente ingevolge die volgende wetgewing:-

- Insolvensiewet, No. 24 van 1936 (Artikels 134 & 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 1973
- Die Wet op Prokureurs, No. 53 van 1979
- Wet op Streeksdiensterade, No. 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No. 766 van 1995
- Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 97)
- Employment Equity Act, No. 55 van 1998 (Artikel 26)
- Skills Development Act, No. 97 van 1998
- Wet op Mediese Skemas, No. 131 van 1998
- Skills Development Levies Act, No. 9 van 1999
- Werkloosheidsversekeringswet, No. 63 van 2001

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

6. INLIGTING/DOKUMENTE GEHOU DEUR OOSTHUIZEN & ROELAND PROKUREURS IN TERME VAN DIE WET

(Artikel 51(1)(e) van die Wet)

Oosthuizen & Roeland Prokureurs hou inligting/dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Oosthuizen & Roeland Prokureurs
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bostaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard indiensnemingskontrakte
- Verslag oor vaardigheidsontwikkeling
- Oosthuizen & Roeland Prokureurs Personeel verslae
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote/direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en Regulasies met betrekking tot die pensioenfondse

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

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

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Oosthuizen & Roeland Prokureurs
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Oosthuizen & Roeland Prokureurs onderhewig aan betaling van die voorgeskrewe fooi
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van SAMK ()
- 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.doj.gov.za) (onder "regulations").



SCHOEMAN-BOSCH INC./ING.
 ATTORNEYS, NOTARIES, CONVEYANCERS & LABOUR LAW PRACTITIONERS
 PROKUREURS, NOTARISSE, AKTEVERVAARDIGERS & ARBEIDSREGPRAKTIJSYNS
 Reg No: 2000/028967/21

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

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1. INTRODUCTION:

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from SCHOEMAN-BOSCH 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 Z J Bosch should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from SCHOEMAN-BOSCH 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 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 SCHOEMAN-BOSCH INC. from time to time;
- "SCHOEMAN-BOSCH INC" shall mean Schoeman-Bosch Inc. Attorneys, 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" shall mean Mr Z J Bosch, a director of SCHOEMAN-BOSCH INC. that has been appointed as the Information Officer of SCHOEMAN-BOSCH INC, to which requests for information in terms of the Act, should be addressed.

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

2.1	Name of body	Schoeman-Bosch Incorporated Attorneys Registration number: 2000/028967/23
2.2	Director and appointed Information	Mr Z J Bosch
2.3	Address	289 Charles Street Brooklyn Pretoria
2.4	Postal address	P O Box 39261 Moreletapark 0044

- 2.5 Telephone +27 12 346-8606
- 2.6 Fax: +27 12 346-3998
- 2.7 E-mail: sbattorneys@netlaw.co.za
- 2.8 Website address www.netlaw.co.za

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

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

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

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

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

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

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

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

SCHOEMAN-BOSCH INC keeps information/documents in accordance with the following legislation:-

- Insolvency Act, Nr.24 van 1936 (Sections 134 en 155)
- Income Tax Act, Nr.58 van 1962 (Section 75)
- Companies Act, Nr. 61 van 1973
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational injuries and Diseases Act, Nr. 130 of 1993 (Sec 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr.97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr 63 van 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 SCHOEMAN-BOSCH INC IN TERMS OF THE ACT:
(Section 51(1)(e) of the Act)

SCHOEMAN-BOSCH INC holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of SCHOEMAN-BOSCH 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
- SCHOEMAN-BOSCH INC Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

The SCHOEMAN-BOSCH INC website address is www.netlaw.co.za and is accessible to anyone with access to the internet. It contains a profile on SCHOEMAN-BOSCH 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 subject to the provisions of the Act. None of the information held by SCHOEMAN-BOSCH 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 SCHOEMAN-BOSCH INC, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of SCHOEMAN-BOSCH INC.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and SCHOEMAN-BOSCH INC (www.netlaw.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.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

SECTION 51 MANUAL FOR JAY INCORPORATED**Company overview**

Jay Incorporated is a professional company practising as attorneys, notaries and conveyancers

Contact details (section 51(1)(a))

Name of the body: Jay Incorporated
Physical Address: Level 6, Sunnyside Ridge Building, Sunnyside Drive, Parktown, 2193
Postal Address: P O Box 87160, Houghton, 2041
Appointed Information Officer: The Directors of Jay Incorporated have duly authorised Caryn Myers to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000
Tel no: (011) 484-2828
Fax no: (011) 484-7548/ 484-4136
E-mail: helpdesk@jay.co.za

The Section 10 Guide on how to use the Act (section 51(1)(b))

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Any queries should be directed to:

**The South African Human Rights Commission
PAIA Unit**

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

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

The latest notice in terms of section 52(2) (section 51(1)(c))

All public articles and press releases relating to the legal profession, as published in the South African media, are available without a person having to request access.

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

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

- Attorneys Act, 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Employment Equity Act 55 of 1998
- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- Medical Schemes Act 131 of 1998
- Pension Funds Act 24 of 1956
- Value Added Tax Act 89 of 1991

The above records are of a public nature and are available automatically without a person having to request access to them in terms of the Act, as envisaged in Section 52

Access to records held by Jay Incorporated (section 51(1)(e))

For the purpose of this manual and the Act, the records held by Jay Incorporated are categorised by the nature and content thereof as follows:

- Records relating to the commercial, financial and professional interests of Jay Incorporated, including but not limited to its client data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures;
- Records of personal information of present, past and prospective employees and directors of Jay Incorporated;
- Records of clients of Jay Incorporated containing personal information, commercial and financial information, information pertaining to contemplated, existing and past litigation, information on agreements, proposals and property of such clients.

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 Jay Incorporated is automatically available without a person having to request 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.

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.

Availability of the manual (section 51(3))

The manual is available for inspection at the offices of the private body free of charge; and copies are available with the SAHRC, and in the Government Gazette.

The forms and fee structure can be found on either the SAHRC'S website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.dol.gov.za) under 'regulations'.

In the preparation of this manual regard was had to the guideline provided by the South African Human Rights Commission.

SECTION 51 MANUAL FOR OPTIMUM EXPRESS COURIER SERVICES CC**Company overview****Courier Service****Contact details**

Name of the body: Optimum Express Courier Services CC
Physical Address: Ground Level, Sunnyside Ridge Building, Sunnyside Drive, Parktown, 2193
Postal Address: P.O. Box 87160, Houghton, 2041
Appointed Information Officer: The members of Optimum Express Courier Services CC have duly authorised Trevor Van Staden to deal with all matters in terms of the Promotion of Access to Information Act, 2 of 2002
Tel no: + 27 11 484-2510
Fax no: + 27 11 484-2509
E-mail: optimumexpress@worldonline.co.za

The Section 10 Guide on how to use the Act (section 51(1)(b))

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Any queries should be directed to:

**The South African Human Rights Commission
PAIA Unit**

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

The latest notice in terms of section 52(2) (section 51(1)(c))

All public articles and press releases relating to the private body, as published in the South African media, are available without a person having to request access.

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

Records are kept in accordance with such other legislation, as is applicable to Optimum Express Courier Services CC, which includes but is not limited to the following:

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Employment Equity Act No. 55 of 1998
4. Finance Act No. 35 of 2000
5. Income Tax Act No. 95 of 1967
6. Insolvency Act No. 24 of 1936
7. Insurance Act No. 27 of 1943
8. Labour Relations Act No. 66 of 1995
9. Medical Schemes Act No. 131 of 1998
10. Pension Funds Act No. 24 of 1956
11. Stamp Duties Act No. 77 of 1968
12. Unemployment Insurance Act No. 63 of 2001
13. Value Added Tax Act No. 89 of 1991.

The above records are of a public nature and are available automatically without a person having to request access to them in terms of the Act, as envisaged in Section 52

Access to records held by Optimum Express Courier Services CC (section 51(1)(e))

For the purpose of this manual and the Act, the records held by Optimum Express Courier Services CC are categorised by the nature and content thereof as follows:

The requestor may request access to the following types of documents:

Personnel Records

These include:

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence

Customer-related records

A customer includes any entity who receives services from the private body.

Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body;
- Any records a third party has provided to the private body; and
- Records generated by or within the private body pertaining to the customer, including transactional records

Private body records

This includes but is not limited to the following:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of the private body

Other parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, holding companies, service providers.

Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

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

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 Optimum Express Courier Services CC is automatically available without a person having to request access in terms of and subject to the provisions of the Act

A request for information should be in the prescribed form, addressed to the Information officer

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.

Availability of the manual (section 51(3))

The manual is available for inspection at the offices of the private body free of charge; and copies are available with the SAHRC, and in the Government Gazette.

The forms and fee structure can be found on either the SAHRC'S website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doi.gov.za) under 'regulations'.

In the preparation of this manual regard was had to the guideline provided by the South African Human Rights Commission.

ATTORNEYS LEON MARÉ & MICHEL ERASMUS INCORPORATED
(the "Firm")

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

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1. INTRODUCTION

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

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

"Act"	shall mean the Promotion of Access to Information Act, Nr 2 of 2000, together with all relevant regulations published;
"manual"	shall mean this manual together with all annexures thereto, as available at the offices of the Firm from time to time;
"Firm"	shall mean Attorneys Leon Maré & Michiel Erasmus Incorporated (Reg. no: 2001/023039/21), 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 director of the Firm has been appointed as the Information Officer of the Firm, to whom requests for information in terms of the Act should be addressed.

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

Name of body:	Attorneys Leon Maré & Michiel Erasmus Incorporated
Senior director and appointed information officer:	Michiel Christiaan Erasmus
Address:	Sanlam Sentrum Middestad, Floor 10, 252 Andries Street, Pretoria, 0002

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Postal address : P O Box 2365, Pretoria, 0001
Telephone: (012) 322-6156
Fax: (012) 322-6179
E-mail: mcerasmus@law.co.za
Website address: none

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

In terms of Section 10 of the Act, a guide will be compiled by the 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 in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the SAHRC are as follows:

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

Telephone: +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)

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

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

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

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

The Firm holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests 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
- Personnel Report of the Firm
- Human Resources (personal information of past, present and prospective employees and directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

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 the 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.

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 the Firm, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of the Firm.
- 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").

This done and dated at Pretoria, Gauteng, Republic of South Africa on 10 February 2003.

AUCAMP & CRONJÉ
PROKUREURS

BLADSY 1

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

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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Aucamp & Cronjé 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.

In Versoeker kan Mnr. W.J. Cronjé 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 Aucamp & Cronjé 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 Aucamp & Cronjé Prokureurs;
"AUCAMP & CRONJÉ PROKUREURS"	beteken AUCAMP & CRONJÉ Prokureurs, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede/organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die senior vennoot van AUCAMP & CRONJÉ Prokureurs is aangewys as die Inligtingsbeampte van AUCAMP & CRONJÉ 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:	AUCAMP & CRONJÉ PROKUREURS
Vennoot en Inligtingsbeampte:	WILLEM JACOBUS CRONJÉ
Adres:	EASTWOODSTRAAT 379 ARCADIA PRETORIA
Posadres:	POSBUS 1100 GROENKLOOF 0027
Telefoon:	+27 12 343-2902
Faks:	+27 12 343-2902
E-pos:	acem@arentia@aucron.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
HOUGHTON
2041

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

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

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

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

Aucamp & Cronjé Prokureurs hou inligting / dokumente ingevolge die volgende wetgewing:-

- * Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
- * Wet op Pensioenfondse, No. 24 van 1956
- * Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
- * Maatskappijwet, No. 61 van 1973
- * Die Wet op Kopiereg, No. 98 van 1978
- * Wet op Prokureurs, No. 53 van 1979
- * Wet op Streeksdiensterade, No. 109 van 1985
- * Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
- * Wet op Beroepsgesondheid en veiligheid, No. 85 van 1993
- * Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
- * Wet op Arbeidingsverhoudinge, 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
- * Insolvensiewet van 24 van 1936
- * Inkomstebelastingwet 58 van 1962
- * Maatskappijwet 61 van 1973
- * Wet op Prokureurs 53 van 1979 (Jura Statutes of SA)
- * Registrasie van Aktes Wet 47 van 1937
- * Wet op Hooggeregshowe 1959
- * Wet op Landdroshowe 32 van 1944
- * Woerwet 73 van 1968
- * Bills of Exchange Act 34 of 1964
- * Estate Duty Act 45 of 1955
- * Income Tax Act 58 of 1962
- * Strafprosedewet 59 van 1977
- * Wet op Huweliksgoedere 1984
- * Ordonansie 17/1939 (Plaaslike Owerhede)
- * Sectional Title Act 95 of 1986

Die bogenemde 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 AUCAMP & CRONJÉ PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)**

Aucamp & Cronjé Prokureurs hou inligting / dokumente soos hierna aangedui:

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

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

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

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

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

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

- 8.5 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Aucamp & Cronjé Prokureurs;
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van Aucamp & Cronjé Prokureurs, onderhewig aan betaling van die voorgeskrewe foot;
- 8.7 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant;
- 8.8 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en foeliestruktuur nie. Die vorms en foeliestruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.dof.gov.za) (onder "regulations").

PRINSLÖO HORNBY INCORPORATED**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT,
NR 2 OF 2000****INDEX**

1. Introduction
2. Contact details
3. Guide in terms of Section 10 of the Act
4. Notice(s) in terms of Section 52(2) of the Act
5. Information/documents available in accordance with other legislation
6. Other information
7. 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 Prinsloo Hornby Incorporated as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr P. Prinsloo should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from Prinsloo Hornby Incorporated.

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 1 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 Prinsloo Hornby Incorporated from time to time;
"Prinsloo Hornby Incorporated"	shall mean Prinsloo Hornby Incorporated, structured as an incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organizations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The senior partner of Prinsloo Hornby Incorporated has been appointed as the Information Officer of Prinsloo Hornby 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:	Prinsloo Hornby Incorporated
Partner and appointed Information officer:	Mr Pieter Prinsloo
Address:	Chedza House, 95 Jan Smuts Avenue, SAXONWOLD, JOHANNESBURG
Postal address:	P.O. Box 9470, JOHANNESBURG, 2000
Telephone:	+27 11 486 0080
Fax:	+27 11 486 0081
E-mail:	hornby@law.co.za

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

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

Contact details of the SAHRC are as follows:

PAIA UNIT, The Research and Documentation Department, Private Bag 2700, HOUGHTON, 2041	
Telephone:	+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)

Prinsloo Hornby Incorporated keeps information/documents in accordance with the following legislation:

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr 09 of 1985
- Value Added Tax Act, Nr 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

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

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

Prinsloo Hornby Incorporated holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of Prinsloo Hornby 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
- Prinsloo Hornby 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 Prinsloo Hornby 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 Prinsloo Hornby Incorporated, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Prinsloo Hornby 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 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").

W J MOOLMAN INCORPORATED
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51
OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000.

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from WJ Moolman 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 finalized, the latest version of the manual will be made public. Any requestor is advised to contact Mr WJ Moolman should he / she require any assistance in respect of the utilization of this manual and / or the requesting of information / documents from WJ Moolman Incorporated.

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

"the Act"	Shall mean the promotion of Access to Information Act, Nr 2 of 2000, together with all relevant regulations published;
"the / this manual"	Shall mean this manual together with all annexures thereto as available at the offices of WJ Moolman Incorporated from time to time.
"WJ Moolman Incorporated"	Shall mean W J Moolman Incorporated Attorneys, structured as an incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses / organizations.
"SAHRC"	Shall mean the South African Human Rights Commission.
"Information Officer"	The managing director of W J Moolman Incorporated has been appointed as the Information Officer of W J Moolman 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:	W J MOOLMAN INCORPORATED
Partner and appointed Information Officer:	WERNER JOHAN MOOLMAN
Address:	FIFTH FLOOR, SUITE 507, STANDARD BANK CHAMBERS , PAUL KRUGER STREET CHURCH SQUARE, PRETORIA
Postal address:	P O BOX 7104, PRETORIA, 0001
Telephone:	(012) 323 5108
Fax:	(012) 323 5154
E-mail	<u>mwmprok@mweb.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 X 2700, HOGHTON, 2041

Telephone:	+27 11 484 8300
Fax:	+27 11 484 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 notices have been published.

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

W J Moolman Incorporated keeps information / documents in accordance with the following legislation:

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

The above records in so far as it being of a public nature is 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 W J MOOLMAN INCORPORATED IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

W J Moolman Incorporated holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of WJ Moolman Incorporated
- Commercial contracts
- Client data base (Personal information of clients, commercial and financial 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
- W J Moolman 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 W J Moolman 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 had 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 W J Moolman Incorporated, free of charge;
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of W J Moolman Incorporated
- 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 of the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

Bamangwato Concessions (Pty) Limited

Promotion of Access to Information Act (Act No 2 of 2000)

MANUAL

1. Contact Details : (Section 51(1) (a))
- Business Name : Bamangwato Concessions (Pty) Limited
- Postal Address : Private Bag X10055
Randburg
2125
- Street Address : Atrium Terraces
272 Oak Avenue
Ferndale
Randburg
2194
- Telephone number : (011) 781-2352
- Fax number : (011) 781-2364
- Director : Mr. R Bell
- Information officer : Mr. R C Brown
- e-mail address : rbrown@bamcon.com

2. The Section 10 Guide on how to use The Act (Section 51(1)(b))

This Guide to be made available by the South African Human Rights Commission.
Queries should be directed to:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton

Telephone number : (011) 484-8300
Fax number : (011) 484-0582
Website : www.sahrc.org.za
E-mail : paia@sahrc.org.za

3. Availability of records without the need to request access in terms of The Act (Section 51(1)(c))
None available in this category.

4. Records available in accordance with any other legislation (Section 51(1)(d))

- Basic Conditions of Employment Act (Act No 75 of 1997)
- Compensation for Occupational Injuries and Health Diseases Act (Act No 130 of 1993)
- Income Tax Act (Act No 58 of 1962)
- Labour Relations Act (Act No 66 of 1995)
- Unemployment Insurance Act (Act No 3 of 1966)
- Value added Tax Act (Act No 89 of 1991)

5. Availability of other records (Section 51(1)(e))

(a) Commercial

- Supply contracts on behalf of holding company
- Maintenance Agreement
- Rental Agreement
- Meeting Minutes
- Correspondence
- Sales Details

(b) Financial

- Year End Reports
- Budgets

(c) Human Resources

- Personnel Records
- Salaries
- Leave Statistics

(d) Employment Conditions

- Conditions of Employment
- Code of Conduct
- Code of Ethics
- Smoking Policy
- Internet and E-mail Policy
- Disciplinary Code and Procedure
- Grievance Procedure

The availability of any of the records listed in Section 5 (a)(b)(c)(d), will be determined at the time of request.

6. Availability of this manual (Section 51(3))

This manual is available for inspection, free of charge at:

- The offices of Bamangwato Concessions (Pty) Limited
- The South African Human Rights Commission
- The Government Gazette

7. Fees in respect of requests for information (Section 51(1)(f))

Refer Government Notice R187

DR.R.A. ROGERS Inc.

M.B., ChB. (U.C.T.) F.C.S. (SA)
Registration number 98/20197/21

16 STELLENBERG AVENUE
KENILWORTH 7708

TEL: ROOMS: 021 797 0057
HOME: 021 797 0868
FAX: 021 761 1532

OPHTHALMOLOGIST - EYE SPECIALIST
PRACTICE NO. 2601893

DR RAYMOND ALAN ROGERS INCORPORATED

Manual to access information in terms of section 51 of the Promotion Of Access to Information Act

Introduction to the practice

This private practice is the practice of Dr Rogers, I run my practice according to the requirements set by the Health Professionals Act of 1974, and am subject to the authority of the Health Professionals Council of SA (HPCSA). My business is to practice medicine within the scope and ambit of my competence and training, as defined from time to time. I am bound by a number of ethical rules issued by the HPCSA, most notably the duty to preserve patient confidentiality, unless legislation or a court compels me to breach this duty.

SECTION A: MY DETAILS:

Full name: Dr Raymond Alan Rogers
Reg. Number: MP 0139726
Reg. Address: 16 Stellenberg Avenue, Kenilworth, Cape Town, 7708
Postal Address: as above
Tel no: 021 797 0057
Fax no: 021 761 1532
Head: Dr R A Rogers
Designated Information Officer: DR R A Rogers

SECTION B – The official SA Human Rights Commission Guide**SECTION C - Information available from this practice in terms of the Act****1. Categories of Information****a) INFORMATION ON FORM OF PRACTICE**

We are practising in an incorporated practice and hold documentation and records required by the Companies Act of 1973, including, but not limited to the prescribed certificates, memorandum and articles of association, minute books, resolutions forms and registers of directors and shareholders.

b) INFORMATION RELATING TO THE PROFESSIONAL STATUS OF PERSONS WORKING IN THE PRACTICE.**c) ASSETS, FINANCIAL INFORMATION AND RECORDS HELD IN TERMS OF MEDICINES CONTROL ACT OF 1965****d) PATIENT RECORDS**

Records are held on all patients. Records are kept between 6 and 9 years, or as legislation from time to time determines. Children's records are kept until the age of 21. These records constitute personal confidential information that is protected from unauthorised third party access.

e) EMPLOYMENT RECORDS**f) PENSION AND RETIREMENT FUND RECORDS****g) HEALTH AND SAFETY****h) PROPERTY (FIXED AND MOVABLE)**

Title Deeds; Leases; Building plans; Mortgage Bonds or servitudes to fixed property; Asset register; Finance and Lease Agreements.

j) INTELLECTUAL PROPERTY**k) AGREEMENTS AND CONTRACTS****l) TAXATION AND VAT**

Copies of all Income Tax Returns and other tax returns and documents relating to Income Tax and VAT.

m) LEGAL**n) INSURANCE**

Insurance policies; Professional Indemnity; Claim records; Details of insurance coverages, limits and insurers.

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 available from: our information officer (see above); the SAHRC website (www.sahrc.org.za) or 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. **Access to information 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 this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.**

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 (Hampshire Insurance Agencies (Pty) Ltd)

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

The Head of / Information Officer : (Mr. RC Hampshire A.C.I.I.)

Physical address: 4th Floor Mariendahl House, Newlands on Main, Main Road, Newlands, 7700

Postal address: PO Box 24067, Claremont, 7735 Cape Town

Tel number: (021) 6713302 / 6741230 **Fax number** (021) 6832313

Email address hampshire@mweb.co.za **Web address** N/A

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

Should you require greater clarity you are referred to the Guide that will be published by The South African Human Rights Commission by not later than August 2003.

The Guide will be printed in the Government Gazette and be available for inspection by the public at the offices of the Human Rights Commission. Direct any queries to: The South African Human Rights Commission, PAIA Unit, Research and Documentation Department, Private Bag 2700, Houghton. 2041 Tel no. 011 484 8300; Fax no. 011 484 7146;

www.sahrc.org.za

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

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

4. Access to the records held by Hampshire Insurance Agencies (Pty) Ltd [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 Hampshire Insurance Agencies (Pty)

Ltd. 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 Hampshire Insurance Agencies (Pty) Ltd 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 Hampshire Insurance Agencies (Pty) Ltd 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 Hampshire Insurance Agencies (Pty) Ltd free of charge at the above mentioned address; and copies are available with the SAHRC, as well as published in the Government Gazette.

Manual for S&G GROUP PROVIDENT FUND

*Prepared in accordance with Section 51 of the
Promotion of Access to Information Act, No 2 of 2000.
Last Updated: 14 February 2003*

INTRODUCTION

The purpose of the ACT is "to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; and to provide for matters connected therewith."

The Promotions of Access to Information Act was passed in February 2000. The objects of the Act include not only the fulfillment of this constitutional obligation, but also 'the promotion of a human rights culture and social justice' and the promotion of 'transparency, accountability and effective governance of all public and private bodies'

It attempts to establish voluntary and mandatory mechanisms or procedures to enable the public 'to obtain access to records of public and private bodies as swiftly, inexpensively and effortlessly as reasonably possible.' So this Act adds a concrete dimension to the cornerstone of our constitutional democracy, it adds to the firm foundation we are building in our pursuit of equity and the rule of law.

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

1. CONTACT DETAILS

Information Officer – S&G Group Provident Fund

Postal Address: Private Bag 54

Mobeni
4060

Physical Address: 1169 South Coast Road

Mobeni
4092

Telephone: (031) 4622336 ext. 204

Facsimile: (031) 4623702

E-mail: info.officer@ssgroup.co.za

2. GUIDE ON HOW TO USE THE ACT

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

The South African Human Rights Commission, at PAIA Unit

(The research and documentation department),
Private Bag x2700
Houghton
2041

Telephone: (011) 4848300

Facsimile: (011) 4841360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

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

Personnel, customer or private body records which are held by another party, as opposed to the records held by the company itself. Records held by the company pertaining to other parties, including without limitation contractors, suppliers, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to the company.

4. ACCESS TO RECORDS

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

PERSONNEL RECORDS

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

CUSTOMER RELATED RECORDS

- Records provided by a customer to a third party acting for or on behalf of the institution in the financial services industry;
- Records provided by a third party;
- Records generated by or within the institution relating to its customers.

PRIVATE BODY RECORDS

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Securities and Equities.

ii) **REQUEST PROCEDURE**

Should you be refused a request for information, the Information Officer's decision is final. Should the requestor be dissatisfied with the Information Officer's refusal to disclose information, he may within 30 days of notification of the decision, apply to a Court for relief.

- The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- The requester must complete the prescribed form enclosed herewith in appendix I, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in (2) above.
- The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify:
 - The records requested,
 - The identity of the requestor,
 - Which form of access is required, if the request is granted,
 - The postal address or fax number of the requestor.
- The requestor must clearly state for what nature the information required is to be used.
- The Institution will process the request within 30 days, unless the requestor has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with.
- The requestor shall be informed whether access has been granted or denied in writing. If, in addition, the requestor requires the reasons for the decision in any other manner, he must state the manner and particulars so required.
- The requestor must pay the prescribed fee, before any further processing can take place.

5. OTHER INFORMATION

Not Applicable – The Minister of Justice and Constitutional development has not made any regulations in this regard.

6. AVAILABILITY OF THE MANUAL

The Manual is available from the Information Officer, who can be contacted as mentioned in section (2).

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