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MANUALS

IN ACCORDANCE WITH

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



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Frame Group Provident Fund ("the Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Frame Group Provident Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Harry Murfin.
2. The Financial Services Board PF Number of the Fund is: 12/8/21083
3. The registered address of the Fund is: Blase Road , New Germany , 3602
4. The postal address of the Fund is: PO Box 207 , New Germany ,
5. The contact telephone number for the Fund is: 031 - 7104478
6. The contact facsimile number for the Fund is: 031 - 7104453
7. The e-mail address of the Head of the Fund is: harry.murfin@frame.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is nil.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:

- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
--

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (deaths only)
- Insurance received - statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (liquidations only)

- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Funeral Benefit Claims

- Claim form
- Copy of death certificate
- Payment letter

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise

- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

Frame Group Retirement Fund ("the Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Frame Group Retirement Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Rob Whiteford.
2. The Financial Services Board PF Number of the Fund is: 12/8/2442
3. The registered address of the Fund is: Blase Road , New Germany , 3602
4. The postal address of the Fund is: PO Box 207 , New Germany ,
5. The contact telephone number for the Fund is: 031 - 7104410
6. The contact facsimile number for the Fund is: 031 - 7051359
7. The e-mail address of the Head of the Fund is: rob.whiteford@frame.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is nil.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:

- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
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- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (deaths only)
- Insurance received - statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (liquidations only)

- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Funeral Benefit Claims

- Claim form
- Copy of death certificate
- Payment letter

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise

- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

JANKRIN PENSION FUND ("the Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Jankrin Pension Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Mark Rosewitz, Principal Officer.
2. The Financial Services Board PF Number of the Fund is: 12/8/12815/1.
3. The registered address of the Fund is: c/0 Serenade Road, Elandsfontein, 1406.
4. The postal address of the Fund is: PO Box 36, Kempton Park, 1620.
5. The contact telephone number for the Fund is: 011-828-0370.
6. The contact facsimile number for the Fund is: 011-828-0635.
7. The e-mail address of the Head of the Fund is: markr@aolutions.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is not specified.

(b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:

- (i) the documents referred to in C(a) above;
- (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
- (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
- (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

(c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
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- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND**Claims (Withdrawals, Retirements, Deaths & Disabilities)**

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (**deaths only**)
- Copy of death certificate

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Pensioners:**Annuity/Traditional Funds**

- Special tax directives, including IT 88's, garnishees, etc.
- Commutation of pensions - calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with SARS and FSB

SCORE SUPERMARKETS PROVIDENT FUND
("the Fund")

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Score Supermarkets Provident Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Mr Adriaan Engelbrecht
2. The Financial Services Board PF Number of the Fund is: 12/8/31132
3. The registered address of the Fund is: c/o Alexander Forbes Financial Services
Alexander Forbes Place
61 Katherine Street
Sandown
2196
4. The postal address of the Fund is: PO Box 787240
Sandown
2146
5. The contact telephone number for the Fund is: (011) 625 2310
6. The contact facsimile number for the Fund is: (011) 613 7415
7. The e-mail address of the Head of the Fund is: adengelbrecht@pnp.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);

- (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, will be determined by the trustees from time to time.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:

- (i) the documents referred to in C(a) above;
- (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
- (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
- (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
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- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.

- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (deaths only)
- Insurance received - statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Funeral Benefit Claims

- Claim form
- Copy of death certificate
- Payment letter

Pensioners:**Annuity/Traditional Funds**

- Special tax directives, including IT 88's, garnishees, etc.
- Commutation of pensions - calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference

- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

SMITH & NEPHEW PENSION FUND (the Fund)**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Smith & Nephew Pension Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: **Mr John Cairncross**
2. The Financial Services Board PF Number of the Fund is: **12/8/8292**
3. The registered address of the Fund is: **Alexander Forbes Place, 10 Torsvale Crescent, Torsvale Park, La Lucia Ridge Office Estate, La Lucia 4051**
4. The postal address of the Fund is: **P O Box 782, Umhlanga Rocks 4320**
5. The contact telephone number for the Fund is: **031-573 8000**
6. The contact facsimile number for the Fund is: **031-573 8311**
7. The e-mail address of the Head of the Fund is: **jcairncross@sn.co.za**

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is nil.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
--

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (deaths only)
- Insurance received - statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)

- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Pensioners:

Annuity/Traditional Funds

- Special tax directives, including IT 88's, garnishees, etc.
- Commutation of pensions - calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise

- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

SMITH & NEPHEW RETIREMENT FUND (the Fund)**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Smith & Nephew Retirement Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Mr John Cairncross
2. The Financial Services Board PF Number of the Fund is: 12/8/30732
3. The registered address of the Fund is: Alexander Forbes Place, 10 Torsvale Crescent, Torsvale Park, La Lucia Ridge Office Estate, La Lucia 4051
4. The postal address of the Fund is: P O Box 782, Umhlanga Rocks, 4320
5. The contact telephone number for the Fund is: 031-573 8000
6. The contact facsimile number for the Fund is: 031-573 8311
7. The e-mail address of the Head of the Fund is: jcairncross@sn.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is nil.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
 Telephone: (012) 428 8000
 Facsimile: (012) 347 0221
 Website: <http://www.fsb.co.za>

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (deaths only)
- Insurance received - statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (liquidations only)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

SMITH & NEPHEW STAFF PROVIDENT FUND (PROMOTION)**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Smith & Nephew Staff Provident Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Mr John Cairncross
2. The Financial Services Board PF Number of the Fund is: 12/8/30690
3. The registered address of the Fund is: Alexander Forbes Place, 10 Torsvale Crescent, Torsvale Park, La Lucia Ridge Office Estate, La Lucia 4051
4. The postal address of the Fund is: PO Box 782, Umhlanga Rocks 4320
5. The contact telephone number for the Fund is: 031-573 8000
6. The contact facsimile number for the Fund is: 031-573 8311
7. The e-mail address of the Head of the Fund is: jcairncross@sn.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is nil.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
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- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (deaths only)
- Insurance received - statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)

- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Funeral Benefit Claims

- Claim form
- Copy of death certificate
- Payment letter

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)

- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

UNITRANS MOTORS PROVIDENT FUND**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Unitrans Motors Provident Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: N. Rubelli
2. The Financial Services Board PF Number of the Fund is: **12/8/34601/1**
3. The registered address of the Fund is: **Alexander Forbes Place, No. 61 Katherine Street, Sandton**
4. The postal address of the Fund is: **Alexander Forbes Financial Services, P.O. Box 787240, Sandton, 2146.**
5. The contact telephone number for the Fund is: **(011) 804 6600**
6. The contact facsimile number for the Fund is: **(011) 804 6619**
6. The e-mail address of the Head of the Fund is: nrubelli@um.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is **R100-00**

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
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- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.

- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (**deaths only**)
- Insurance received - statement by insurer (**deaths only**)
- Copy of death certificate
- Statement by Employer (**disability only**)
- Statement by Employee (**disability only**)
- Acceptance / Declination Letter (**disability only**)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)

- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Disability

- Medical Reviews - correspondence (where applicable)
- Payment/Benefit confirmation letter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

**WESTERN PROVINCE BLOOD TRANSFUSION SERVICE RETIREMENT
FUND ("the Fund")**

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Western Province Blood Transfusion Service Retirement Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund:

Malcolm Kahn

2. The Financial Services Board PF Number of the Fund is:

12/8/4745

3. The registered address of the Fund is:

1st Floor
Alexander Forbes House
14 Long Street
Cape Town
8001

4. The postal address of the Fund is:

PO Box 253
Cape Town
8000

5. The contact telephone number for the Fund is:

021 401 9491

6. The contact facsimile number for the Fund is:

021 415 5561

7. The e-mail address of the Head of the Fund is:

Sulimanw@aforbes.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956

- (a) The following records of the Fund are available on demand by a member of the Fund:

- (i) the registered rules of the Fund (including amendments);
- (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

A fee is payable for such access.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:

- (i) the documents referred to in C(a) above;
- (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
- (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
- (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits

- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (**deaths only**)
- Insurance received - statement by insurer (**deaths only**)
- Copy of death certificate
- Statement by Employer (**disability only**)
- Statement by Employee (**disability only**)
- Acceptance / Declination Letter (**disability only**)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)
- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Funeral Benefit Claims

- Claim form
- Copy of death certificate
- Payment letter

Pensioners:**Annuity/Traditional Funds**

- Special tax directives, including IT 88's, garnishees, etc.
- Commutation of pensions - calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund

- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged
- Certain communication with SARS and FSB

Provision of Access to Information Act Manual

Blackheath Wood Mouldings (Proprietary) Limited
(Registration Number:1900/007159/07)

This Manual has been prepared in terms of Section 51 of the Promotion of
Access to Information Act 2 / 2000

Section 51(1)(a)

Business Name:Blackheath Wood Mouldings (Proprietary Limited)
Registered Office:5th Floor Shell House ,9 Riebeek Street Capetown 8001
Postal Address:PO Box 873 , Somerset West 7129
Directors:H L Paine, B L Paine, D R Fredericks, P S Howard, A Friedman
Type of Business : Furniture Manufacturer
Contact Person:Ben Paine
Tel # of Contact Person:(021) 9054371
Fax # of Contact Person:(021) 9053073
E-Mail Address of Contact Person:bwm@iafrica.com

Section 51(1)(b)

To gain access to the Human Rights Commission's guide to the Act, browse
using an Internet web browser to <http://www.sahrc.org.za/paia.htm>

Alternatively Call the Human Rights Advice Line on: 086-012-0120

Section 51(1)(c)

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

Section 51(1)(d)

Information is available in terms of the following legislation, if and
where applicable:

- a.Basic Conditions of Employment Act No. 75 of 1997
- b.Closed Corporation Act No. 69 of 1984
- c.Companies Act No. 61 of 1973
- d.Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- e.Customs and Excise Act No. 91 of 1964
- f.Electronic Communications and Transactions Act No. 25 of 2002
- g.Employment Equity Act No. 55 of 1998
- h.Income Tax Act No. 58 of 1962
- i.Insolveny Act No. 24 of 1936
- j.Labour Relations Act No. 66 of 1995
- k.Occupational Health and Safety Act No. 85 of 1993
- l.Patents Act No. 57 of 1978
- m.Promotion of Access to Information Act No. 2 of 2000
- n.Skills development Levies Act No. 9 of 1999
- o.Trademarks Act No. 194.of 1993
- p.Unemployment Insurance Act No. 30 of 1966
- q.Value - Added Tax Act No. 89 of 1991

Section 51(1)(e)

- a.Employment Contracts: Availability to be determined upon receipt of request
- b.Trade Secrets: Availability to be determined upon receipt of request
- c.Domain Name Registrations: Availability to be determined upon receipt of request

request

d.Tradename Registrations: Availability to be determined upon receipt of request

e.Trademark Registrations: Availability to be determined upon receipt of request

f.Company Documentation: Availability to be determined upon receipt of request

g.Agreements With Suppliers: Availability to be determined upon receipt of request

h.Corporate Sales Agreements: Availability to be determined upon receipt of request

i.Membership Agreements: Availability to be determined upon receipt of request

j.Data Bases Of Members: Availability to be determined upon receipt of request

k.Website Information: Freely Available at <http://www.virginactive.co.za>

Section 51(1)(f)

Fees in Respect of Requests for Information

Fees in Respect of Private Bodies

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

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

(a)For every photocopy of an A4-sized page or part thereofR1,10

(b)For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable formR0,75

(c)For a copy in a computer-readable form on

(i)stiffy discR7,50

(ii)compact discR70,00

(d)(i)For a transcription of visual images, for an A4-size page or part thereofR40,00

(ii)For a copy of visual imagesR60,00

(e)(i)For a transcription of an audio record, for an A4-size page or part thereofR20,00

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

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

(1)(a)For every photocopy of an A4-size page or part thereofR1,10

(b)For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable formR0,75

(c)For a copy in a computer-readable form on

(i)stiffy discR7,50

(ii)compact discR70,00

(d)(i)For a transcription of visual images, for an A4-sized page or part thereofR40,00

(ii)For a copy of visual imagesR60,00

(e)(i)For a transcription of an audio record, for an A4-size page or part thereofR20,00

(ii)For a copy of an audio recordR30,00

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

(2)For purposes of section 54(2) of the Act, the following applies:

(a)Six hours as the hours to be exceeded before a deposit is payable; and

(b)one third of the access fee is payable as a deposit by the requester.

(3)The actual postage is payable when a copy of a record must be posted to

a requester.

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

Form for Application of Information

Request for access to record of private body obtain form from

Bwm@iafrica.com

DASOO ATTORNEYS - LENASIA**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000**

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from DASOO ATTORNEYS as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr Emraan Dasoo should he / she require any assistance in respect of the utilization of this manual and / or the requesting of information /documents from DASOO ATTORNEYS.

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr 2 of 2000, together with all relevant regulations published.
"the / this Manual"	shall mean this manual together with all annexures thereto as available at the offices of DASOO ATTORNEYS from time to time.
"DASOO ATTORNEYS"	shall mean DASOO ATTORNEYS, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses / organisations.
"S A H R C"	shall mean the South African Human Rights Commission
"Information Office"	the senior partner of DASOO ATTORNEYS has been appointed as the Information Officer of DASOO ATTORNEYS to which requests for information in terms of Act, should be addressed.

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

Name of body	DASOO ATTORNEYS
Partner and appointed Information Officer	MR EMRAAN DASOO
Address	1 ST FLOOR, FASA BUILDING 67 GEMSBOK STREET LENASIA
Postal address	P.O. BOX 1756 LENASIA 1820
Telephone	(011) 854 - 5820 /1
Fax	(011) 854 -5813
E - mail	dasoolaw@netactive.co.za

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

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

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

PAIA Unit	
The Research and Documentation Department	
Private Bag X2700	
HOUGHTON	
2041	
Telephone	: + 27 11 484 8300
Fax	: + 27 484 0582 / 1360
Website	: www.sahrc.org.za
E-mail	: PAIA@sahrc.org.za

4. **NOTICE (S) IN TERMS OF SECTION 51 (1) (c) of the Act)**

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

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

DASOO ATTORNEYS 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 103 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 31)
- 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 DASOO ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)**

DASOO ATTORNEYS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of DASOO 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
- DASOO ATTORNEYS 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 DASOO ATTORNEYS 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 DASOO ATTORNEYS free of charge.
- 8.2. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of DASOO ATTORNEYS
- 8.3. The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za)
- 8.4. It should be noted that the manual accessible on the website of 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")

**CHARLES PERLOW
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 Charles Perlow 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 Charles Perlow should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Charles Perlow Attorneys.

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 Charles Perlow Attorneys from time to time;

"Charles Perlow Attorneys" shall mean Charles Perlow Attorneys, structured as a sole proprietorship which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;

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

"Information Officer" Mr Charles Perlow has been appointed as the Information Officer of Charles Perlow Attorneys, to which requests for information in terms of the Act, should be addressed.

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

Name of body:	Charles Perlow Attorneys
Sole proprietor and appointed Information Officer:	Mr Charles Perlow
Address:	Office No.3, First Floor, The Terrace Shopping Centre, Corner 2nd Avenue & Rustenburg Road, Victory Park, Johannesburg
Postal address:	P O Box 890880, Lyndhurst 2106
Fax:	011 782 7878
E-mail	perlaw@mweb.co.za

2. 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

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3. 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.

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

Charles Perlow Attorneys 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
- 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.

5. DOCUMENTS / INFORMATION HELD BY CHARLES PERLOW ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Charles Perlow Attorneys holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Charles Perlow 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
- Charles Perlow Attorneys 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 ABC is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

6. 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.

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

8.1 This manual is available for inspection at the offices of Charles Perlow Attorneys, free of charge.

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

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").

WYNAND PRINSLOO PROKUREURS

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

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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van WYNAND PRINSLOO 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 WYNAND PRINSLOO 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 WYNAND PRINSLOO 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 WYNAND PRINSLOO PROKUREURS;
“Wynand Prinsloo Prokureurs”	beteken WYNAND PRINSLOO PROKUREURS, gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede/organisasies;
“SAMK”	beteken die Suid-Afrikaanse Menseregtekommissie;
“Inligtingsbeampte”	die senior vennoot van WYNAND PRINSLOO PROKUREURS is aangewys as die Inligtingsbeampte van WYNAND PRINSLOO 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 :	WYNAND PRINSLOO PROKUREURS
Vennoot en Inligtingsbeampte :	Mnr Wynand Prinsloo

Adres :	Markstraat no 19, Middelburg, Mpumalanga
Posadres :	Posbus 810, Middelburg, Mpumalanga, 1050
Telefoon :	(013) 243 1077/8/9
Faks :	(013) 243 2472
E-Pos :	prinslaw@lantic.net
Webblad :	GEEN

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg :-

PAIA Eenheid
Navorsing- en dokumentasie-afdeling
Privaatsak 2700
HOUGHTON
2041
Telefoon : +27 11 484 8300
Faks : +27 11 484 0582 /1360
Webblad : www.sahrc.org.za
E-Pos : PAIA@sahrc.org.za

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

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

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

WYNAND PRINSLOO PROKUREURS hou inligting / dokumente ingevolge 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

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 WYNAND PRINSLOO PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

WYNAND PRINSLOO PROKUREURS hou inligting soos hierna aangedui :

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van WYNAND PRINSLOO 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 oor vaardigheidsontwikkeling
- WYNAND PRINSLOO 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 WYNAND PRINSLOO 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 WYNAND PRINSLOO PROKUREURS;

8.2 Afskrifte van die handleiding kan verkry word by die kantore van WYNAND PRINSLOO PROKUREURS, onderhewig aan betaling van die voorgeskrewe fooi;

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

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

DATUM

HANDTEKENING

MANUAL**AS REQUIRED IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 of 2000)**

This manual contains information required to request
access to the records of:

RICHARDS BAY COAL TERMINAL COMPANY LIMITED
(Registration Number 1973/014256/06)

RICHARDS BAY COAL TERMINAL DEVELOPMENT (PROPRIETARY) LIMITED
(Registration Number 1980/007426/07)

RBCT PROVIDENT FUND
(Number 12 / 8 / 30191 / 1)

RBCT RETIREMENT PENSION FUND
(Number 12 / 8 / 31216)

RBCT RETIREMENT PROVIDENT FUND
(Number 12 / 8 / 31215 / 1)

RBCT EXECUTIVE PROVIDENT FUND
(Number 12 / 8 / 25458)

1. INTRODUCTION TO THE COMPANY

Richards Bay Coal Terminal Company Limited is the world's largest export coal terminal having a throughput capacity of 72 million tons per annum. The terminal has five berths, four ship loaders and a quay length of 1,6 kilometers, ensuring the fast and efficient turnaround of visiting vessels.

2. PARTICULARS IN TERMS OF SECTION 51

This Manual has been compiled in accordance with the requirements of the Promotion of Access to Information Act No. 2 of 2000 ("the Act").

The Company Secretary will deal with all requests.

**2.1 CONTACT DETAILS
(Section 51(1)(a))**

Name of company:	Richards Bay Coal Terminal Company Limited
Contact person:	Mrs G S van Zyl
Address:	South Dunes Richards Bay Harbour RICHARDS BAY
Postal Address:	P O Box 56 RICHARDS BAY 3900
Telephone number:	(035) 904-4911
Facsimile number:	(035) 904-4043
E-mail:	gvanzyl@rbct.co.za

Should information be requested in terms of the Act, please complete the prescribed form and remember to:

- (i) indicate the form of access required;
- (ii) specify a postal address or fax number in South Africa, or an e-mail address;
- (iii) identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose;
- (iv) indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars; and
- (v) provide proof of the capacity in which you are acting, if requesting access on behalf of another.

Once complete, mail the request to:

The Company Secretary
Richards Bay Coal Terminal Company Limited
P O Box 56
RICHARDS BAY
3900

The request will be deemed to have been received once it is delivered to our offices.

2.2 GUIDE ON HOW TO USE THE ACT AS DESCRIBED IN SECTION 10 (Section 51(1)(b))

Should you require more clarity on how to use the Act, we refer you to the Guide that will be published by the Human Rights Commission. It will describe in each official language:

- What the objects of this Act are.
- The details of each private body (where possible).
- 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 the remedies available in law to you.

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.

Please direct any queries to:

The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041
Telephone: (011) 484-8300
Facsimile: (011) 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

2.3 THE LATEST NOTICE REGARDING THE CATEGORIES OF RECORDS THAT ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT IN TERMS OF SECTION 52 (2) (Section 51(1)(c))

Records that are already publicly available are those that have been lodged in terms of Government requirements with various statutory bodies, including but not limited to the Registrar of Companies.

2.4 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (Section 51(1)(d))

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

Companies Act 61 of 1973
Pension Funds Act 24 of 1956
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Income Tax Act 58 of 1962
Value Added Tax 89 of 1991
Unemployment Insurance Act 63 of 2001
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Skills Development Levies Act 9 of 1999
Hazardous Substances Act 15 of 1973
Occupational Safety and Health Act 85 of 1993

2.5 A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED (Section 51(1)(e))

We set out below the categories that are available for the purpose of the Act. Examples of the type of records in each category follow:

Legal

- Company statutes
- Registers
- Statutory returns
- Agreements
- Insurance Policies

Human Resources

- Policies and procedures
- Personnel files
- Forms and applications
- Standard letters and notices
- Safety, Health and Environment documentation

Pension and Provident Funds

- Registered rules of the funds (including amendments)
- Annual Financial Statements
- Member data
- Claims (withdrawals, retirements, deaths, disabilities)
- Transfers

Finance

- Financial statements
- Banking documentation
- Invoices
- Income tax documentation

Operations

- Permits, licences, consents, approvals, authorisations, applications and registrations
- Reports and documentation

Purchasing

- Agreements and documentation relating to the purchasing function

Information technology

- System documentation, manuals and licensing documentation
- Project, disaster recovery and implementation plans

**2.6 OTHER INFORMATION AS MAY BE PRESCRIBED
(Section 51(1)(f))**

Not applicable.

**2.7 AVAILABILITY OF THE MANUAL
(Section 51(3))**

In accordance with paragraph 9(1) of the Regulations to the Act, this manual has been made available to the Human Rights Commission.

2.8 FEES

The Act makes provision for two types of fees that may be payable, namely:

- a request fee which will be a standard fee prescribed by Regulations published in the Government Gazette from time to time; and
- an access fee that must be calculating by taking into consideration reproduction costs, search and preparation time and costs and postal costs.

2.9 PRESCRIBED FORMS

Refer to prescribed forms as published in the Government Gazette from time to time or obtain a copy from the South African Human Rights Commission or their website.

Casidra (PTY) LTD

Reg. no 1973/006186/07

Manual prepared in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000 (The ACT)

1. Information required in terms of Section 51 (1)(a) of the Act:**Information Officer:** Samantha Hamburg**Street Address**22 Louws Avenue
Suider Paarl
7624**Postal Address**P O Box 660
Suider Paarl
7624**Tel no:** 021- 8635000**Fax no:** 021- 8631055**E- mail address:** shamburg@ casidra .co.za**2. Information required in terms of Section 51 (1) (b) of the Act:**

Section 51(1) (b) of the Act calls for a description of the guide referred to in Subsection 10 of the Act, if available, and how to access it. The guide referred to in Section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African Human Rights Commission:

PAIA Unit
Private Bag x 2700
Houghton
2041**Tel:** (011) 484-8300**Fax:** (011) 484-1360**Website:** www.sahrc.org.za**E-mail:** PAIA@sahrc.org.za

3. Information required in terms Section 51(1)(c) :

No Subsection 52 (2) notice has yet been published by the minister.

4. Information required in terms Section 51 (1) (d) of the Act:

- The company keeps records in accordance with the following legislation:
- Companies Act 61 of 1973
- Income Tax Act 58 of 1962
- Value added Tax Act 89 of 1991
- Labour Relations Act 66 of 1955
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 97 of 1998
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Unemployment Insurance Act 4 of 2002
- Public Finance Management Act

5. Accessing a record held by Casidra**A person requesting information must:**

- Use the prescribed form to make such a request.
- Make the request to the information officer of **Casidra**.
- Provide sufficient detail on the request to enable identification of the record and the requester.
- Indicate the form of access required.
- Indicate the right he or she is seeking to exercise and provide an explanation as to why the requested record is necessary for the protection of such right.
- If a request is made on behalf of another person, indicate and submit proof of the capacity in which the request is being made.
- Pay the prescribed request fee in terms of the Regulations of the Act.
- Await the decision of the information officer as to whether or not access will be granted. Such decision will be made in accordance with the provisions of the Act.
- Should access be granted, pay the prescribed access and reproduction fees as contained in the regulations of the Act.

Should access be denied, the requester may:

Lodge an application to court in terms of the Act.

6. Information required in terms of Section 51 (1) (e) of the Act:

The following are the subjects and categories of the records held :

- **Documents of Incorporation:**
Company documents including the Memorandum of Association, the Articles of Association and any amendments thereto, registers, minute books, internal resolutions and share certificates.
- **Finance:**
Books of account, vouchers, invoices, fixed asset registers, inventories, annual financial statements, reports and returns.
- **Taxation**
Records pertaining to VAT, Company Tax, STC, PAYE.
- **Insurance**
Records relating to insurance agreements, policies and claims.
- **Moveable and Immovable Property**
Title deeds, lease agreements, hire purchase agreements.
- **Agreements**
Agreements in respect of licences, contracts.
- **Human Resources**
Employee records, conditions of employment, payrolls, disciplinary records, internal policies and procedures, personnel files.
- **Operational**
Technical, procurement and marketing information, correspondence, policies, procedures, management records, databases, banking records and legal proceedings.
- **Information Technology**
Licences, software programmes, computer generated data basis and backups, project, disaster recovery and implementation plans.
- **Web Page**
Casidra website is accessible to anyone @ www.casidra.co.za.

7. Other Information as may be prescribed in terms of Section 51(1)(f)

Not applicable.

8. Availability of the Manual

The manual is also available for inspection at the offices of the company free of charge, and has been made available to the South African Human Rights Commission, the Government Gazette and on the company website.

**GERALD CARSON & ASSOCIATES
("GC&A")**

**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 GC&A 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 Gerald Carson should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from GC&A.

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 GC&A from time-to-time;
"GC&A"	shall mean Gerald Carson & Associates, structured as a practice with Mr Gerald Carson as principal which renders legal services including legal advice and legal representation to individual clients, trusts and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The principal of GC&A has been appointed as the Information Officer of GC&A, 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: Gerald Carson & Associates

Principal and appointed Information Officer: Mr Gerald Carson

Address: 1st Floor, Lancaster Gate
Hyde Park Lane
Hyde Park
Johannesburg
Postal address: P O Box 414036
Craigshall Park
2024
Telephone: (011) 325-0835
Fax: (011) 325-0834
E-mail: services@carsonatlaw.com
Website address: www.carsonatlaw.com

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

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available 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 (0)11 484-8300
Fax: +27 (0)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)

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

- Insolvency Act, Nr. 24 of 1936 (Section 134)
- Income Tax Act, Nr. 58 of 1962
- 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
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997
- Employment Equity Act, Nr. 55 of 1998
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

The above records, insofar as 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 GC&A IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

GC&A holds the information / documents listed herein below:-

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

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

**LIEBENBERG MALAN ING
PROKUREURS**

**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE
WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO. 2 VAN 2002**

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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 Liebenberg Malan Ing. versoek word in terme van die Wet.

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

'n Versoeker kan Mnr. W. Liebenberg 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 Liebenberg Malan Ing.

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 Liebenberg Malan Ing.
"Liebenberg Malan Ing"	beteken Liebenberg Malan Ing. 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 senior vennoot van Liebenberg Malan Ing. aangewys as die Inligtingsbeampte van Liebenberg Malan Ing. 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:	Liebenberg Malan Ing. Prokureurs
Vennoot en Inligtingsbeampte:	Mnr. W. Liebenberg
Adres:	Ueckermannstraat 20 HEIDELBERG 1441
Posadres:	Posbus 136 HEIDELBERG 1438
Telefoon:	(016) 341-4164/5/6
Faks:	(016) 341-6794 (016) 349-5290
E-pos:	lm@law.co.za

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

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie 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)

Liebenberg Malan Ing. 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

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 LIEBENBERG MALAN ING IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

Liebenberg Malan Ing. hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van Liebenberg Malan Ing.
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiënsnemingskontrakte
- Verslag ten opsigte van Gelyke Indiënsneming
- Verslag oor vaardigheidsontwikkeling
- Liebenberg Malan Ing. Personeel Verslae

Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
Lys van handelsmerke en hangende aansoeke
Versekeringspolis
Reëls en regulasies met betrekking tot die pensioenfonds

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 Liebenberg Malan Ing. 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 Liebenberg Malan Ing.
- 8.6 Afskrifte van die handleiding kan verkry word by die kantore van Liebenberg Malan Ing. onderhewig aan betaling van die voorgeskrewe fooi;
- 8.7 Toegang kan tot die handleiding bekom word op die webblad van 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 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").

MATUS MICHAEL GARBER : ATTORNEY

MANUAL PREPARED IN TERMS OF 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 held by Matus Michael Garber in terms of the Act 7. Other Information ,
8. Availability of the Manual

1. INTRODUCTION

The aim of this manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Matus Michael Garber 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 this manual will be made public.

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

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

- " The Act " shall mean the Promotion of Access to Information Act , Act No. 2 of 2000 ;
- " This Manual " shall mean this Manual together with all annexures thereto , as available at the offices of Matus Michael Garber from time to time ;
- " Matus Michael Garber " shall mean Matus Michael Garber : Attorney , structured as a sole proprietorship , which renders legal services , including legal advice and legal representation to individual clients and business organisations ;
- " S A H R C " shall mean the South African Human Rights Commission ;
- " Information Officer " Matus Michael Garber should be addressed ;

2. CONTACT DETAILS

Name of Body : Matus Michael Garber : Attorney

Appointed Information Officer : Matus Michael Garber

Street Address : Star Court , 298 Jules Street , Jeppestown , Johannesburg

Postal address : P.O. Box 59162 , Kengray , 2100 ; Fax : 011-614-9090

E-mail : mng@metroweb.co.za ; Website address: None

3. Guide in terms of Section 10 of the Act
(Section 5 (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 S A H R C and will be obtainable from the S A H R C.

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 ; Telefax +27 11 484 0582 ,

Website : www.sahrc.org.za E-mail : PAIA@sahrc.org.za

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

At this stage , no notices have been published.

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

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

The Insolvency Act , Act No. 24 of 1936 (Sections 134 and 135)	: The Income Tax Act No. 58 of 1962 (Section 75)
The Companies Act , Act No. 61 of 1973	: The Copyright Act , Act No. 98 of 1978
The Attorneys Act , Act No. 53 of 1979	: The Regional Services Councils Act , Act No. 109 of 1985
The Occupational Health and Safety Act Act No. 85 of 1993	: The Compensation for Occupational Injuries and Diseases Act , Act No. 130 of 1993 (Section 97)
The Labour Relations Act , Act No. 66 of 1995 ;	: The Basic Conditions of Employment , Act No. 75 of 1997 (Section 31)
The Employment Equity Act , Act No. 55 of 1998 (Section 26)	: The Skills Development Act , Act No. 97 of 1998
The Skills Development Levies Act , Act No. 9 of 1999	: The Unemployment Insurance Act , Act No. 63 of 2001

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

Matus Michael Garber holds the information / documents listed herein below :

Details relating to the operational , commercial and financial interests of
Matus Michael Garber - Commercial Contracts - Client Data (on paper)
comprising 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 - Personnel Report of Matus Michael Garber : Attorney -
Human Resources (personal information of past and present employees) -
Insurance Policies

Matus Michael Garber does not have a website address

It is recorded that any and all documents and information requested pertaining to
the aforesaid shall be made available to a requestor only , but that such
availability shall be subject to the provisions of the Act. None of the information
held by Matus Michael Garber shall be made available to any person unless such
person makes a request therefor in accordance with the provisions of the Act.

Any request for information shall be made in the prescribed form , which shall be
addressed to the Information Officer. Such information shall be made available
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 Matus Michael Garber
free of charge ;
- 8.2 Copies of this Manual may be obtained subject to payment of the prescribed fee at
the offices of Matus Michael Garber ;
- 8.3 Access to the Manual can also be gained on the website of the S A H R C
(www.sahrc.org.za) and that it will also be published in The Government Gazette ;
- 8.4 It should be noted that the Manual accessible on the website of the S A H R C and
in the Government Gazette does not contain the request forms or fee structure. The
request forms and fee structure can be obtained on the S A H R C website (stated
Paragraph 8.3 above) or on the website of the Department of Justice and
in Constitutional Development (www.doi.gov.za) (under " regulations ").

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SECTION 51 MANUAL FOR Professional Provident Society Limited (Limited by Guarantee) ("PPS Limited")

Company Registration:

**Professional Provident Society Limited (Limited by Guarantee)
(Registration number 2001/011016/09)**

INFORMATION MANUAL IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, No. 95 OF 2000.

INTRODUCTION

Since 1941, the Professional Provident Society of South Africa (PPS), has grown to provide for the sickness and disability needs of over 70% of South Africa's graduate professionals. PPS is owned exclusively by its members and has more than 140 000 graduate professional policyholders.

Previously registered as a paragraph 1(c) benefit fund conducting its core business under the ambit of pension fund business, PPS was effectively transformed into Professional Provident Society Limited (Limited by Guarantee) ("PPS Limited") in September 2001, and Professional Provident Society Insurance Company ("PPS Insurance"), a wholly owned subsidiary of PPS Limited, providing the benefits offered by PPS; namely, Sickness, Partial and Permanent Incapacity Benefits, and Life Assurance Benefits as a registered Long-term Insurance Company.

Membership to PPS Limited is open to graduate professionals with a 4-year university degree. Membership to PPS Limited entitles members to participate in the benefits offered by PPS Insurance, Profmed Medical Scheme ("Profmed") and the Professional Provident Society Retirement Annuity Fund ("PPS RA Fund")

PPS Insurance provides products which offer:

- security in the event of ill health and consequent loss of earning ability,
- protection against the risk of permanent or partial disablement,
- security for family and dependents in the event of death, and
- a cessation benefit that pays a tax-free lump sum on retirement, resignation or death

PPS Limited includes the following subsidiaries or entities, and the process and requirements of this Act will apply to the whole PPS group:

PPS Insurance – PPS Life and Disability Assurance Scheme
PPS Beneficiaries Trust
PPS Retirement Annuity Fund
PPS Medical Scheme – Profmed

As PPS Limited is a pure investment holding company with its sole investment being 100% of the shares of PPS Insurance, and PPS Insurance fulfils the role of administrator of the PPS RA Fund, PPS Beneficiaries Trust and Profmed, PPS Insurance will manage the requirements of the Act.

CONTACT DETAILS**[Section 51 (1)(a)]****Physical address**

Professional Provident Society Insurance Company Limited

Head Office:
6 Anerley Road
Parktown
2193

Postal address

PO Box 1089
Houghton
2041

Tel: (011) 644-4200
Fax: (011) 644-4400

Customer Service Help line: (011) 644-4300

E-mail:
info@pps.co.za

Web site:
<http://www.pps.co.za>

Chief Executive Officer:

Mr. Edwin Letty
E-mail: eletty@pps.co.za

Compliance Officer & Company Secretary:

Mrs. Jennifer Lester
E-mail: jlester@pps.co.za

Information Manager:

Ms. Hanlie Strydom
E-mail: hstrydom@pps.co.za

DESCRIPTION OF THE ACT**Summary:**

03 February 2000 saw the enactment of the Promotion of Access to Information Act, 2 of 2000 ("the Act"), 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 this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such request.

Background:

Section 32 of the Constitution of the Republic of South Africa, No. 108 of 1996 ("the Constitution") provides:

- (1) *Everyone has the right of access to –*
 - (a) *any information held by the state; and*
 - (b) *any information that is held by another person and that is required for the exercise or protection of any rights.*
- (2) *National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.*

The Act gives effect to this constitutional right of access as required in terms of sub-section (2). With the exception of sections 10, 14, 16 and 51, the Act came into operation on 9 March 2001. Government Gazette number 23119 brought the remaining sections into operation on 15 February 2002.

Section 32 of the Constitution affords everyone the right to access information held by the State or any other person. The Constitution required that national legislation be enhanced to give effect to this right. This resulted in the drafting of the Open Democracy Bill, which gave rise to much debate, particularly over certain data privacy provisions which had been included.

Access to information:

The Act provides that a person must be given access to any record of a private body if the record is required to for the exercise of any right¹, and the procedural requirements relating to a request have been complied with. The Act applies to any recorded information, regardless of form or medium, under the control of the private body, and whether or not the private body created it. PPS Insurance has confirmed its status as a private body in terms of the definition in the Act

Granting/declining of information:

Within 30 days after receipt of a request, the private body must advise the requester whether the request has been granted or declined. If declined, reasons must be given. Furthermore, if the record pertains to a third party, the third party must be notified of the request, and be given an opportunity to either consent to the release, or make representations in favour of declining the request. A dissatisfied requester or third party is entitled to an appeal process by way of application to court.

Compulsory declining of requests for information:

A request for a record must be declined to protect:

- The privacy of a third party
- Commercial information of a third party
- Confidential information of a third party
- The safety of individuals and the protection of property
- Records privileged from production in legal proceedings,
- Research information of a third party

Discretionary declining of requests:

A request may be refused in order to protect the private body's own commercial or research information.

¹ After PPS Insurance has satisfied itself that the requester is seeking to exercise or protect a right and not an interest, PPS Insurance body is then required to ascertain whether the information requested will actually assist the requester exercise or protect the right. The requester is therefore required to establish a nexus, or causal link between the right alleged and the information requested. It does not follow from the mere establishment of the right by the requester that he is automatically entitled to the information requested. The requester must establish that the information sought will assist him in the exercise or protection of his right.

SECTION 10 GUIDE HOW TO USE THE ACT**[Section 51(1)(b)]**

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

The South African Human Rights Commission:

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

Tel: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

Email: paia@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**[Section 51(1)(d)]**

Access to information may be granted in terms of such other legislation if the manner of request is not more onerous than a request under this Act.

Certain legislation mandates PPS Insurance to allow any person access to specified information, upon request, irrespective of who that person may be. This would include the following legislation, amongst others:

Companies Act 61 of 1973

Long Term Insurance Act 52 of 1998 (as illustrated below)

Policyholder Protection Rules:

The following details are available without a formal request, but have to be accompanied by a formal consent form from the policyholder (third party) if the requester of the information is not the official adviser/marketer of the policyholder as per the PPS Insurance records:

- 1) Policyholder details
 - Address details
 - Telephone details
 - Products categories and premiums paid
 - Medical Aid scheme option

No values information (banking details, maturity values, debit order and banking institutions details etc.) is given to anyone except the Policyholder and it is always provided in written format (letter, fax or E-mail).

Prevention of Organised Crime Act 121 of 1998

Financial Intelligence Centre Act 38 of 2001

Value-Added Tax Act 89 of 1991

Income Tax Act 58 of 1962

Magistrates Court Act 32 of 1944

High Court Act 59 of 1959

Usury Act 73 of 1968

Insolvency Act 24 of 1936

Credit Agreements Act 75 of 1980

ACCESS TO RECORDS HELD BY PRIVATE BODY IN QUESTION

[Sections 51(1)(c) and 51(1)(e)]

i. Records/information available without formal request to be made and are automatically available without a person having to request access in terms of this Act:

- Address and telephone details of company Head office & Provincial offices,
- Web site and company e-mail address,
- Management team names and company details (e-mail address, tel. & fax nr)
- Director's names,
- Total of staff members (numbers)
- Contents in Annual Reports
- Contents in Company magazine
- Contents in Product brochures
- Names of Suppliers of services (i.e. cleaning services, gardening etc.)

ii. List of records per subject (subject to qualifications below):

- 1) Membership records
- 2) Medical records
- 3) Financial records
- 4) Property records
- 5) Investment records
- 6) Company records
- 7) Legal records
- 8) Other records

Categories of records held on abovementioned subjects:

Information in the categories below is not available without a formal request as per the instructions of the request procedure, and may be declined by PPS Insurance to protect the body's own, commercial or research information.

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 will 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 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 above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure 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.

1) Membership records

- ☐ Policyholders details:
 - personal details (indicative details)
 - medical history (medical history answers)
 - financial details (banking details and income)
 - beneficiary details (names of beneficiaries)
 - qualification details (qualifications and institutions)
 - Insurance adviser details (name and contact details)
 - Signed declaration by policyholder

2) Medical records

- ☐ Medical records obtained through medical examinations as part of standard medical requirements,
- ☐ Medical records of previous examinations held by doctor/dentist,
- ☐ Medical records submitted by applicant,

- All the above records are strictly confidential and will only be disseminated to a medical practitioner on request of the policyholder.

3) Financial records

- Financial statements of company,
- Financial documents compiled by Auditors,
- Financial documents compiled by Investment Advisors,
- Financial documents compiled by Actuaries,
- Internal budget documents,
- Cheque and banking facilities, bank account numbers,
- History documents on financial status of company
- Tax details

4) Property records

- Names of properties owned by company,
- Property details: purchase/lease/selling information
- Legal documents as part of property information

5) Investment records

- Details of investments of company on JSE
- Details of investment in property
- Investment portfolios and formulas
- Investment performance and documents compiled by advisers

6) Company records

- Registration details
- Company license information and details
- Policies and procedures:
 - Underwriting
 - Sales
 - Products
 - Strategy
 - Business directives
- Alliance partners contracts and details
- Suppliers contracts
- Personnel/staff details
- Pension Fund details
- Medical Aid fund details

7) Legal records

- Documents compiled by Attorneys,
- Records of legal cases
- Appeal records
- Cancellation/termination of membership legal records

8) Other records

This includes four broad subjects:

- Personnel records;
- Customer-related records;
- Private body records; and
- Records in the possession of or pertaining to other parties.

Personnel records

Personnel refers to any person who works for or provides services to or on behalf of PPS Insurance and receives or is entitled to receive any remuneration and any other person who

assists in carrying out or conducting the business of PPS Insurance. This includes, without limitation, directors, executives, non-executives, all permanent, temporary and part-time staff as well as contract workers.

Personnel records include the following:

- Any personal records provided to PPS Insurance by their personnel;
- Any records a third party has provided to PPS Insurance about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

Customer-related records

A customer includes any natural or juristic entity who receives services from PPS Insurance. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of PPS Insurance;
- Any records a third party has provided to PPS Insurance; and
- Records generated by or within PPS Insurance pertaining to the customer, including transactional records.

Private body records

The following are considered to include but not be limited to records which pertain to the PPS Insurances own affairs:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Treasury-related records;
- Securities and equities; and
- Records held by officials of the private body.

Other Parties

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

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 PPS Insurance; and
- Records held by PPS Insurance 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.

REQUEST PROCEDURE

Details of submitting a formal request:

- 1) Submit request for information to Information Officer on formal form as per provisions of the Act.
- 2) Information Officer will access the request and determine whether the information will be granted to the requester.
- 3) The Information Officer will answer the requester within 30 days, granting or declining the request, and supplying the reasons if declined.
- 4) The information, if granted, will be supplied to the requester in a format applicable to the request.
- 5) The requests for information will be documented and kept on file for reference.

Form of request (as per Act)

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

Fees (as per Act)

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [section 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee [section 54(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 [section 54(6)].

PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 (THE ACT)
STATUTORY MANUAL IN TERMS OF SECTION 51

Company Name: Vic Templar & Associates CC
Contact Details: The Managing Director
Postal Address: P.O. Box 756
NELSPRUIT 1200
Street Address: 15 Rood Street
NELSPRUIT
Telephone Number: 013 753 3845
Fax Number: 013 752 5135
E-Mail Address: tempsure@global.co.za
Registration number: 1997/051522/23

1. REQUEST FOR INFORMATION

A requester must be given access to any record of a private body if that record is required for the exercise or protection of any rights; that person complies with the procedural requirements in the act relating to a request for access to that record and access to that record is not refused in terms of the grounds for refusal as set out in Chapter 4 of Part 3 of the act.

2. PROCEDURES TO BE FOLLOWED TO REQUEST ACCESS TO A RECORD

Contact details

Any person who wishes to access a record from Vic Templar & Associates CC may contact the Managing Director whose contact details are set out above.

Prescribed Access Form

In terms of Section 53, a request for access to a record of Vic Templar & Associates cc must be made in the prescribed form to Vic Templar & Associates cc at the address, fax number or electronic mail address as set out above.

A request in terms of the Act requires the completion of the prescribed request for access form. The form requires the requester to provide certain information. The requester must provide sufficient detail on the request form to enable Vic Templar & Associates cc to identify the record and the requester. The form is set out in Government Gazette No. 23119 dated 15 February 2002 (Form C).

There are two types of fees payable:

- **Request Fee:** This fee is payable by all requesters other than personal requestors prior to the processing of the request. The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the payment of the request fee.
- **Access fee:** This fee is payable by all requesters when the request for access to a record is granted and is a fee that is payable for the purpose of searching, making a copy of a record and preparing the record for disclosure to the requester.

Vic Templar & Associates cc may withhold a record until the requester has paid the applicable fees. A schedule of the prescribed fees is set out in Government Gazette No. 23119 dated 15 February 2002.

3. **SECTION 10 – HUMAN RIGHTS COMMISSION GUIDE**

Should a requester require further clarity, the requester is referred to the Guide which will be published by the South African Human Rights Commission.

In terms of Section 10 of the Act, the Human Rights Commission will produce a guide (by August 2003) as to:

- (a) the objects of the Act;
- (b) such particulars of every private body as are practicable;
- (c) the manner and form of request for access to records;
- (d) the assistance available from the South African Human Rights Commission;
- (e) legal remedies available at law;
- (f) how to obtain access to the section 51 manual;
- (g) voluntary disclosures of categories of records by public and private bodies;
- (h) notices regarding fees to be paid in relation to the requests for access; and
- (i) any regulations made in terms of Section 92.

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 South African Human Rights Commission, Private Bag 2700, Houghton 2041, telephone 011 484 8300 or fax 011 484 0582 or at www.sahrc.org.za or e-mail PAIA@sahrc.org.za.

4. **RECORDS**

The following are the categories of records held by Vic Templar & Associates cc. Examples of the types of records in the various categories are also listed.

Other Legislation

Records are available in accordance with the following legislation:

The Companies Act 61 of 1973
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Unemployment Insurance Act 63 of 2001
Skills Development Levies Act 9 of 1999
Regional Services Councils Act 109 of 1985

Internal Records

Membership

Human Resources

Staff Records

Finance

Financial and accounting records
Creditors and debtors statements and invoices

Company Secretarial

Company statutory records
Minutes of meetings

Short and Long Term Policies

The managing Director will take into consideration Section 5 of the manual to decide on whether or not access to any records stated above should be given to the requester.

5. **GROUND FOR REFUSAL OF A REQUEST**

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

PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000
(THE ACT)
STATUTORY MANUAL IN TERMS OF SECTION 51

Company name: Independent Financial Brokers (Short Term) CC
Contact Details: Member
Postal address: PO Box 34378, Newton Park 6055
Street address: 46 Kragga Kamma Road, Sunridge Park, Port Elizabeth, 6045
Telephone number: 041 3606777
Fax number: 041 3606789
E-mail address: ifb@intekom.co.za
Registration No: CK1990/032853/23

1. REQUEST FOR INFORMATION

A requester must be given access to any record of a private body if that record is required for the exercise or protection of any rights; that person complies with the procedural requirements in the Act relating to a request for access to that record and access to that record is not refused in terms of the grounds for refusal as set out in Chapter 4 of Part 3 of the Act.

2. PROCEDURES TO BE FOLLOWED TO REQUEST ACCESS TO A RECORD

Contact Details

Any person who wishes to access a record from Independent Financial Brokers (Short Term) CC may contact the Managing Member whose contact details are as set out above.

Prescribed Access Form

In terms of Section 53, a request for access to a record of Independent Financial Brokers (Short Term) CC must be made in the prescribed form to Independent Financial Brokers (Short Term) CC at the address, fax number or electronic mail address as set out above.

A request in terms of the Act requires the completion of the prescribed request for access form. The form requires the requester to provide certain information. The requester must provide sufficient detail on the request form to enable Independent Financial Brokers (Short Term) CC to identify the record and the requester. The form is set out in Government Gazette No. 23119 dated 15 February 2002 (Form C).

There are two types of fees payable:

- **Request fee:** This fee is payable by all requesters other than personal requesters prior to the processing of the request. The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the payment of the request fee.
- **Access fee.** This fee is payable by all requesters when the request for access to a record is granted and is a fee that is payable for the purpose of searching, making a copy of a record and preparing the record for disclosure to the requester.

Independent Financial Brokers (Short Term) CC may withhold a record until the requester has paid the applicable fees. A schedule of the prescribed fees is set out in Government Gazette No. 23119 dated 15 February 2002.

3. SECTION 10 - HUMAN RIGHTS COMMISSION GUIDE

Should a requester require further clarity, the requester is referred to the Guide which will be published by the South African Human Rights Commission.

In terms of Section 10 of the Act, the Human Rights Commission will produce a guide (by August 2003) as to:

- (a) the objects of the Act;
- (b) such particulars of every private body as are practicable;
- (c) the manner and form of request for access to records;
- (d) the assistance available from the South African Human Rights Commission;
- (e) legal remedies available at law;
- (f) how to obtain access to the Section 51 manual;
- (g) voluntary disclosures of categories of records by public and private bodies;
- (h) notices regarding fees to be paid in relation to requests for access; and
- (i) any regulations made in terms of Section 92.

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 South African Human Rights Commission, Private Bag 2700, Houghton 2041, telephone 011 484 8300 or fax 011 484 0582 or at www.sahrc.org.za or e-mail PAIA@sahrc.org.za.

4. RECORDS

The following are the categories of records held by Independent Financial Brokers (Short Term) CC. Examples of the types of records in the various categories are also listed.

Other legislation

Records are available in accordance with the following legislation:

The Companies Act 61 of 1973
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Unemployment Insurance Act 63 of 2001
Skills Development Levies Act 9 of 1999
Regional Services Councils Act 109 of 1985

Internal records

Membership

Human Resources

Staff records

Finance

Financial and accounting records
Creditors and debtors statements and invoices

Company Secretarial

Company statutory records
Minutes of Meetings

Short and long term policies

The Managing Member will take into consideration Section 5 of the Manual to decide on whether or not access to any of the records stated above should be given to the requester.

5. GROUNDS FOR REFUSAL OF A REQUEST

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

PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 (THE ACT)
STATUTORY MANUAL IN TERMS OF SECTION 51

Company Name: Billington Brokers (Pty) Ltd.
Contact Details: The Managing Director
Postal Address: P O Box 1597, Krugersdorp. 1740
Street Address: 15 Clew Street, Monument, Krugersdorp. 1739
Telephone number: (011) 955-1070
Fax number: (011) 955-1400
Email Address: billingt@netactive.co.za
Registration number: 1981/012517/07

1. **Request for information:** A requester must be given access to any record of an individual or private body if that record is required for the exercise or protection of any rights; that person complies with the procedural requirements in the Act relating to a request for access to that record and access to that record is not refused in terms of the grounds for refusal as set out in Chapter 4 of Part 3 of the Act.

2. **Procedures to be followed to request access to a record:**
Contact Details:
 Any person who wishes to access a record from Billington Brokers (Pty) Ltd. may contact the Managing Director whose contact details are as set out above.
Prescribed Access Form:
 In terms of Section 53, a request for access to a record of Billington Brokers (Pty) Ltd., must be made in the prescribed form to Billington Brokers (Pty) Ltd., at the address, fax number or electronic mail address as set out above. A request in terms of the Act requires the completion of the prescribed request for access form. The form requires the requester to provide certain information. The requestor must provide sufficient detail on the request form to enable Billington Brokers (Pty) Ltd., to identify the record and the requester. The form is set out in Government Gazette No. 23119 dated 15th February, 2002 (Form C).
 There are two types of fees payable:
Request fee:
 This fee is payable by all requesters other than personal requesters prior to the processing of the request. The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the payment of the request fee.
Access fee:
 This fee is payable by all requesters when the request for access to a record is granted and is a fee that is payable for the purpose of searching, making a copy of a record and preparing the record for disclosure to the requester. Billington Brokers (Pty) Ltd., may withhold a record until the requester has paid the applicable fees. A schedule of the prescribed fees is set out in Government Gazette No. 23119 dated 15 February, 2002.

3. **Section 10 – Human Rights Commission Guide:**
 Should a requester require further clarity, the requester is referred to the Guide which will be published by the South African Human Rights Commission. In terms of Section 10 of the Act, the Human Rights Commission will produce a guide (by August, 2003) as to:
 - (a) the objects of the Act;
 - (b) such particulars of every private body as are practicable;
 - (c) the manner and form of request for access to records;
 - (d) the assistance available from the South African Human Rights Commission;
 - (e) legal remedies available at law;
 - (f) how to obtain access to the Section 51 manual;
 - (g) voluntary disclosures of categories of records by public and private bodies;
 - (h) notices regarding fees to be paid in relation to requests for access; and
 - (i) any regulations made in terms of Section 92.

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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 South African Human Rights Commission, Private Bag 2700, Houghton 2041 telephone (011) 484-8300 or fax (011) 484-0582 or at www.sahrc.org.za or e-mail PAIA@sahrc.org.za.

4. **Records:** The following are the categories of records held by Billington Brokers (Pty) Ltd.,. Examples of the types of records in the various categories are also listed.

Other legislation:

Records are available in accordance with the following legislation:

The Companies Act 61 of 1973
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Unemployment Insurance Act 63 of 2001
Skills Development Levies Act 9 of 1999
Regional Services Councils Act 109 of 1985

Internal Records:

Policyholder records

Human Resources: Staff records;

Finance: Financial and accounting records; Creditor and debtor records;

Company Secretarial: Company records; Minutes of Meetings.

5. **Grounds for refusal of a request:**

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

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

Close Corporation Name: Risk Auditors & Financiers cc t/as Peter Walters Consulting("PWC")
Contact details: The Managing Member: P G Walters
Postal Address: PO Box 782397, Sandton, 2146
Street Address: 2 Peta Lane, Willowild, Sandton, 2196
Telephone No.: (011) 787-1335;
Fax No.: (011) 868-6781
E-mail Address: pwconsulting@global.co.za
Registration No. CK 99/17380/23

1. **Request for information:** "PWC" recognises that a requester must be given access to any record of a private body if that record is required for the exercise or protection of any rights; that person complies with the procedural requirements in the Act relating to a request for access to that record and access to that record is not refused in terms of the grounds for refusal as set out in Chapter 4 of Part 3 of the Act.

2. **Procedure to be followed to request access to a record:**

Contact details: Any person who wishes to access a record from Peter Walters Consulting ("PWC") may contact the Managing Member whose contact details are set out above.

Prescribed Access Form: In terms of Section 53 (of "the Act") a request for access to a record of "PWC" must be made in the prescribed form to "PWC" at the address, fax number or electronic mail address as shown above (as per Government Gazette No. 23119 dated 15.2.2002 – form C regulation 4) and otherwise follow the procedure in "the Act". "PWC" may withhold a record until the requester has paid the two types of appropriate fees as Gazetted.

3. **Section 10 – Human Rights Commission Guide:** Should a requester require further clarity, the requester is referred to the Guide to be published by the South African Human Rights Commission.

4. **Records:** the following are categories of records held by "PWC":

- other legislation as follows:-

The Companies Act 61 of 1973; Basic Conditions of Employment Act 75 of 1997; Income Tax Act 58 of 1962; Value Added Tax Act 89 of 1991; Unemployment Insurance Act 63 of 2001; Skills Development Levies Act 9 of 1999

- Internal records of consultations
- Human Resources; financial and accounting records; creditors and debtors statements and invoices
- Secretarial: Statutory and other

The Managing Member will take into consideration Section 5 (below) to decide on whether or not access to any of the records stated above should be given to the requester.

5. **Grounds for Refusal of a Request:** a request may be declined with one of the prescribed grounds for refusal – as set out in Sections 63, 64, 65, 66, 67, 68 and 69 of "the Act".

SECTION 51 MANUAL FOR DALYS YOUNGER & ASSOCIATES (PTY) LTD

A. CONTENTS

- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question

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

Introduction to DALYS YOUNGER & ASSOCIATES (PTY)LTD.

Dalys Younger & Associates (Pty) Ltd are incorporated insurance brokers, risk and claims managers.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

The Managing Director
Dalys Younger & Associates (Pty)Ltd

Rosebank Terrace
23 Sturdee Avenue, Ground Floor
Saxonworld
Rosebank
2196

Po Box 2374
Saxonworld
2132

011- 8804020 (T)
011- 8803909 (F)
ian@daly.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 not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

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

3. Records available in terms of any other legislation

All records for Dalys Younger & Associates (Pty)Ltd is easily available in accordance with any other legislation

4. Access to the records held by the private body in question

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed
- iii. The request procedures

Form of request:

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

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

Fees:

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

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

5. Other information as may be prescribed

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

6. Availability of the manual

Each manual must be made available as prescribed. The manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, in the Gazette and on the Dalys Younger & Associates (Pty)Ltd website.

7. Fees in respect of private bodies

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

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

- | | |
|--|------|
| | R |
| (a) For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) For every printed copy of an A4-size page or part | |

- | | | |
|-----|---|-------|
| | thereof held on a computer or in electronic or machine-readable form | 0,75 |
| (c) | For a copy in a computer-readable form on - | |
| | (i) stiffy disc | 7,50 |
| | (ii) compact disc | 70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| | (ii) For a copy of visual images | 60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| | (ii) For a copy of an audio record | 30,00 |
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
- | | | |
|--------|---|-------|
| | | R |
| (1)(a) | For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,75 |
| (c) | For a copy in a computer-readable form on - | |
| | (i) stiffy disc | 7,50 |
| | (ii) compact disc | 70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| | (ii) For a copy of visual images | 60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| | (ii) For a copy of an audio record | 30,00 |
| (f) | To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation. | |
- (2) For purposes of section 54(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

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

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

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

1. Description of record or relevant part of the record:

2. Reference number, if available:
3. Any further particulars of record

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

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

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	view the images	copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? 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 requester must sign all the additional folios.*

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

SECTION 51 MANUAL FOR DALYS SOCHEN & ASSOCIATES (PTY) LTD

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- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question

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

Introduction to DALYS SOCHEN & ASSOCIATES (PTY)LTD.

Dalys Sochen & Associates (Pty) Ltd are incorporated insurance brokers, risk and claims managers.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

The Managing Director
Dalys Sochen & Associates (Pty)Ltd

Rosebank Terrace
23 Sturdee Avenue, Ground Floor
Saxonworld
Rosebank
2196

Po Box 2374
Saxonworld
2132

011- 8804020 (T)
011- 8803909 (F)
mikes@daly.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 not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. **Records available in terms of any other legislation**

All records for Dalys Sochen & Associates (Pty)Ltd is easily available in accordance with any other legislation

4. **Access to the records held by the private body in question**

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed
- iii. The request procedures

Form of request:

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

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

Fees:

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

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

5. Other information as may be prescribed

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

6. Availability of the manual

Each manual must be made available as prescribed. The manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, in the Gazette and on the Dalys Sochen & Associates (Pty)Ltd website.

7. Fees in respect of private bodies

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

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

- | | |
|--|------|
| | R |
| (a) For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) For every printed copy of an A4-size page or part | |

thereof held on a computer or in electronic or machine-readable form 0,75

- (c) For a copy in a computer-readable form on -
 - (i) stiffy disc 7,50
 - (ii) compact disc 70,00
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof 40,00
 - (ii) For a copy of visual images 60,00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
 - (ii) For a copy of an audio record 30,00

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

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

R

- (1)(a) For every photocopy of an A4-size page or part thereof 1,10
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form 0,75
- (c) For a copy in a computer-readable form on -
 - (i) stiffy disc 7,50
 - (ii) compact disc 70,00
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof 40,00
 - (ii) For a copy of visual images 60,00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
 - (ii) For a copy of an audio record 30,00
- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

(2) For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

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

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

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

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

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

1. Description of record or relevant part of the record:

2. Reference number, if available:
3. Any further particulars of record

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:	Form in which record is required:
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	view the images	copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? 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 requester must sign all the additional folios.*

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

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

FOR

**MERCHANT COMMERCIAL FINANCE
(Registration Number 199801891407)**

Company Overview

Merchant Commercial Finance (Pty) Ltd is a factoring company.

Part I

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

Name of body:	Merchant Commercial Finance (Pty) Ltd
Physical address:	4 th Floor 2 Long Street CAPE TOWN 8001
Postal address:	P O Box 749 CAPE TOWN 8000
Head of body:	Tony Thaysen
Telephone no:	(021) 4195244
Fax no:	(021) 4195299

Part II

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

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

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

Postal address:	Private Bag Houghton 2070
Telephone:	+27 11 484 8300
Fax:	+27 11 484 0482
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

Part III

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

Currently not applicable.

Part IV

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

For the purposes of this manual and the Act, the records held by Merchant Commercial Finance (Pty) Ltd are categorized by the nature of the content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, including but not limited to:

- 4.1.1 Companies Act Number 61 of 1973;
- 4.1.2 Income Tax Act 58 of 1962;
- 4.1.3 Value Added Tax Act 89 of 1991;
- 4.1.4 Regional Services Councils Act 109 of 1985;
- 4.1.5 Unemployment Insurance Act 63 of 2001;
- 4.1.6 Labour Relations Act 66 of 1995;
- 4.1.7 Basic Conditions of Employment Act 75 of 1997;
- 4.1.8 Employment Equity Act 55 of 1998;
- 4.1.9 Skills Development Levies Act 9 of 1999;
- 4.1.10 Pension Funds Act 24 of 1956;
- 4.1.11 Medical Schemes Act 131 of 1998;

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

- 4.2 Records relating to the commercial, financial and professional interests of Merchant Commercial Finance (Pty) Ltd including but not limited to its client data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures;
- 4.3 Records of personal information of present, past and prospective employees and directors Merchant Commercial Finance (Pty) Ltd;
- 4.4 Records of clients of Merchant Commercial Finance (Pty) Ltd containing personal information, commercial and financial information, information pertaining to contemplated, existing and past litigation, information on agreements, proposals and intellectual and other property of such clients.
- 4.5 The website address of Merchant Commercial Finance (Pty) Ltd is www.mfactors.co.za and is accessible to anyone who has access to the Internet. The Website contains information in various categories relating to the company, its contact particulars, fields of expertise and its professional staff.

A. The Request Procedure

i. Form of Request

- The requester must have the prescribed form being **Schedule 1** hereto to make the request for access to a record. This must be made to the head. This request must be made to the address, fax number or electronic mail address of Merchant Commercial Finance (Pty) Ltd.
- The requester must provide sufficient detail on the request form to enable the head 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.
- 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 the right.
- 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 head.

ii. Fees

A requester who seeks access to a records 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 must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.
- The fee that the requester must pay is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head 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 reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Part V

(Other information as may be prescribed under Section 51(1)(f)).

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

Part VI

(Availability of manual under Section 51(3))

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at the office of Merchant Commercial Finance (Pty) Ltd. Copies may also be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces.

Part VII

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

**REQUEST FOR ACCESS TO A RECORD OF
MERCHANT COMMERCIAL FINANCE (PTY) LTD**

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 4]

A. Particulars:

MERCHANT COMMERCIAL FINANCE (PTY) LTD 4 th Floor, 2 Long Street, CAPE TOWN, 8001 P O Box 749, CAPE TOWN, 8000 (021) 4195244, (021) 4182151

The Head of Information: **Tony Thaysen**

B. Particulars of person requesting access to the record

- | |
|---|
| <ol style="list-style-type: none">1. <i>The particulars of the person who requests access to the</i>2. <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i>3. <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: _____

Contact telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: (attach proof of capacity, power of attorney, resolution)

C. Particulars of person on whose behalf request is made

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

Full names and surname: _____

Identity number: _____

D. Particulars of record

1. *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.*
2. *If the space provided for is sufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

1. *A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.*
2. *You will be notified of the amount required to be paid as the request fee.*
3. *The fee payable for access to the record depends on the form in which access is required.*
4. *If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief.*

Reason for exemption from payment of fees:

F. Form of access to record

Mark the appropriate box with an "X".

NOTES:

1. *Your indication as to the required form of access depends on the form in which the record is available.*
2. *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.*
3. *The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.*

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

- | | | |
|--|---|--|
| copy of record | inspection of record | |
| 1. If record consists of visual images - this includes photographs, slides, video recordings, computer generated images, sketches, etc.) | | |
| view the images | copy the images* | transcription of the images |
| 3. If record consists of recorded words or information which can be reproduced in sound - | | |
| listen to the soundtrack (audio cassette) | transcription of soundtrack (written or printed document) | |
| 4. If record is held on computer or in an electronic or machine-readable form - | | |
| printed copy of record* | printed copy of information derived from the record* | copy in computer readable form* (stiffy or compact disk) |

Mark your choice below. **REMEMBER:** If you require a record to be posted to you, you will have to pay a postal fee.

If you requested a copy or transcription of a record (above), do you wish the copy or YES NO transcription to be posted to you?

G. Particulars of right to be exercised or protected

If the space provided for is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected

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

H. Notice of decision regarding request for access

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

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

Signed at _____ on this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

Island Engineering CC

CK 92/31466/23

Manual

In terms of

PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

1. INTRODUCTION

Island Engineering is a private body carrying on business as a Mechanical Engineering Company. As such, the details required in order for a requester of information to obtain or apply for information which this company holds, is contained hereunder:

2. DEFINITIONS

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

"the Act"	will mean the Promotion of Access to Information Act 2 of 2000, including all Regulations published in terms of the Act
"the Head"	will mean the Chief Executive Officer or equivalent of Island Engineering CC
"the/this manual"	will mean this manual with all relevant annexures available from Island Engineering CC
"personal requester"	will mean a requester seeking access to a record containing personal information about the requester
"SAHRC"	will mean the South African Human Rights Commission
"third party"	will mean any person other than the requester of information

3. ADDRESSES

Postal: PO Box 60586
Flamingo Square
7441

Physical: 109 Circle Road
Tableview
7441

Website: info@islandengineering.co.za

4. CONTACT PERSONS:

Head of Body: **Ingo Winckel**

Telephone Number: (021) 557 8404

Fax Number: (021) 556 0404

Email: ingo@islandengineering.co.za

5. SECTION 10 GUIDE

In terms of Section 10 of the Act, the SAHRC must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. At the date of drafting this manual, such guide had not yet been made available by the SAHRC. The contact details for the SAHRC are as follows:

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

Telephone: (011) 484 8300

Fax: (011) 484 0582

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za

6. **SECTION 52 (2) NOTICE**

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

7. **RECORDS HELD BY ISLAND ENGINEERING CC IN ACCORDANCE WITH LEGISLATION**

Island Engineering CC keeps information in accordance with the following legislation:

- Income Tax Act, Act No. 58 of 1962
- Unemployment Insurance Act, Act No. 4 of 2002
- Basic Conditions of Employment Act, Act No. 75 of 1997
- Skills Development Act, Act No. 9 of 1999
- Occupational Health and Safety Act, Act No. 85 of 1993
- Metal and Engineering Industries Bargaining Council Agreement

Please note that the above may not be an exhaustive list.

8. **SUBJECTS AND CATEGORIES OF INFORMATION HELD BY ISLAND ENGINEERING CC**

Please note that the records listed below are not automatically available, and the process outlined in 8 below must be followed.

	SUBJECT	CATEGORIES
1.	Human Resources	Includes: Employment Contracts, Disciplinary / Performance records, Employee Personal Details , Application forms (loans, leave etc.).
2.	Operational Information	Includes: Internal phone lists, Client Information, Company Policies, Marketing Material, Contracts with Clients and Suppliers, Insurance Policies, etc.
3.	Communications	Internal and external correspondence

9. ACCESSING A RECORD HELD BY ISLAND ENGINEERING CC

9.1 A person requesting information from Island Engineering CC must:

- a) Use the prescribed form (Form B of the Regulations as contained in Government Gazette 223 of 9 March 2001) to make such request. The form can be obtained from Island Engineering or can be accessed on the SAHRC website, being www.sahrc.org.za.
- b) Make the request to the Head of Island Engineering CC.
- c) Provide sufficient detail on the request to enable identification of the record and the requester.
- d) Indicate the form of access required (i.e. written, electronic, tape recording etc.).
- e) Indicate the right that he/she/it is seeking to exercise and provide an explanation as to why the requested record is necessary for the protection of such right.
- f) If a request is made on behalf of another person, indicate and submit proof of the capacity in which the request is being made.
- g) Pay the prescribed request fee, as contained in Item 5 of the Regulations as contained in Government Gazette 223 of 9 March 2001. The form can be obtained from Island Engineering CC or can be accessed on the SAHRC website, being www.sahrc.org.za.
- h) Await the decision from the Head of Island Engineering CC as to whether or not access to the information will be granted. Such decision will be made in accordance with the provisions of the Act.
- i) Should access to the information be granted, pay the prescribed access and reproduction fees, as contained in Item 5 of the Acts of the Regulations as contained in Government Gazette 223 of 9 March 2001. The fee schedule can be obtained from Island Engineering CC or can be accessed on the SAHRC website, being www.sahrc.org.za.

9.2 **Before following the procedures outlined above, a person requiring information is encouraged to first visit Island Engineering CC website which may contain the information being sought.**

10. GRANTING AND REFUSING OF A REQUEST

- 10.1 Within 30 (thirty) days of having received a request for access to information held by Island Engineering CC, the Head must decide whether to grant or refuse the request.
- 10.2 Despite the above, should the request:
- a) be for a large volume of information; or
 - b) require a search for records held in a different office to where the Head is situated; or
 - c) require the Head to consult with another division of the private body or with another private body,
- then the Head may take a further 30 (thirty) days to answer the request, in terms of Section 57 of the Act. In such event however, the Head will notify the requester of the period of and reasons for the extension
- 10.3 Should a request not be dealt with within the time frames mentioned in 10.1 and 10.2 above, then such request will be deemed to be refused in terms of Section 58 of the Act.
- 10.4 The Act outlines categories of information that must, may and may not be disclosed. The Head must and will grant or deny access in line with these provisions.
- 10.5 If access is refused, the requester will be notified in writing thereof. The notice will also contain the reasons for the refusal as well as the section/s of the Act which authorises the Head to refuse the request.
- 10.6 Should the requested information not be found after a diligent search, the Head will inform the requester thereof by way of affidavit in terms of Section 55 of the Act.
- 10.7 Should the Head deny access to the information requested, the requester will be so notified. In such notice, full reasons for the refusal will be given. The remedies that may be followed in objecting to the refusal will also be outlined.
- 10.8 An objection to a refusal by the Head, should be done by way of application to court in terms of Section 82 of the Act, read with the definition of "court" as contained in Section 1 of the Act. Such application to court must be brought within 30 (thirty) days of the request having been refused.

11. CORRECTION OF PERSONAL INFORMATION

- 11.1 Any person who believes that Island Engineering CC holds incorrect or inaccurate personal information on him/her, may send a written request to the Head to have the information amended or deleted, as the case may be.
- 11.2 Upon receipt of such request, the Head will conduct an investigation and amend and/or delete any information found to be untrue or inaccurate.

12. THIRD PARTY NOTICES

- 12.1 Should the Head receive a request for information relating to a third party, then such third party will be informed of the request by way of notice.
- 12.2 Having received the notice, the third party has the right to object or consent in writing within 21 (twenty one) days to disclosure of the requested information.
- 12.3 The Head will then decide whether or not to grant access to the information, and will inform the third party in writing of his/her decision.
- 12.4 A notice informing the third party that access to the information will be granted, will:
- a) give reasons for the granting of the request and the relevant provisions of the Act relied upon in reaching such decision; and
 - b) inform the third party that he/she may lodge an application to court against the decision, within 30 (thirty) days of receiving notice of the Head's decision, failing which the third party's information will be furnished to the requester.

13. AVAILABILITY OF THE MANUAL

- 13.1 This manual is available for inspection at the physical premises of Island Engineering CC, free of charge.
- 13.2 Copies of this manual can be obtained from Island Engineering at the fee prescribed in item 5 of the Regulations as contained in Government Gazette 223 of 9 March 2001. The fee structure can also be obtained from Island Engineering CC or is available on the SAHRC website, being www.sahrc.org.za

14. AMENDMENT OF THE MANUAL

- 14.1 The information held by Island Engineering CC and the manner in which to access such information may be granted may vary, and this manual may therefore be amended from time to time, as the need arises.

DR P DE KOCK PROKUREUR

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

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoeke ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van DR P DE KOCK PROKUREURS versoeke 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 Dr P de Kock 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 DR P DE KOCK PROKUREURS.

Woorde gebruik in die handleiding se betekenis is soos volg:

"die Wet"	betekende die Wet op die Bevordering van Toegang tot Inligting, No 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	betekende hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van DR P DE KOCK PROKUREURS;
"SAMK"	betekende die Suid-Afrikaanse Menseregtekommissie;
"inligtingsbeampte"	Dr P de Kock is aangewys as die inligtingsbeampte van DR P DE KOCK 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:	DR P DE KOCK PROKUREURS
Inligtingsbeampte:	Dr P de Kock
Adres:	Kingswaylaan 116 Posadres: Posbus 116 BRAKPAN BRAKPAN 1541 1540
Telefoonnommer:	(011) 740-3333 / (011) 744-4688
Faks:	(011) 744-3568

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

In terme van die bepaling van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in 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.co.za	
HOUGHTON	E-pos:	PAIA@sahrc.org.za	
2041			

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

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

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

DR P DE KOCK PROKUREURS hou inligting / dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):

- Insolvensiewet, No 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfondse, No 24 van 1956
- Inkomstebelastingwet, No 58 van 1962 (Artikel 75)

- Maatskappijwet, No 61 van 1973
- 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
- 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 DR P DE KOCK PROKUREURS I.T.V. DIE WET (Artikel 51(1)(e))

DR P DE KOCK PROKUREURS hou inligting / dokumente soos hierna aangedui:

- inligting ten opsigte van die operasionele, handels- en finansiële belange van DR P DE KOCK 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
- DR P DE KOCK PROKUREURS se personeelverslae
- 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 bepalinge van die Wet. Geen inligting wat deur DR P DE KOCK PROKUREURS gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalinge van die Wet nie.

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

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

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

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

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van DR P DE KOCK PROKUREURS;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van DR P DE KOCK PROKUREURS onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant;
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en foonstruktuur nie. Die vorms en foonstruktuur 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").

SMIT VORSTER PROKUREURS

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

INDEKS

BLADSY

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

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 SMIT VORSTER 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 Esterhuizen of Mnr Ashton van voormelde firma kontak indien hy/sy bestand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van SMIT VORSTER 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 handtekening handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van SMIT VORSTER PROKUREURS;
- "SMIT VORSTER " beteken SMIT VORSTER Prokureurs, gestruktureer as 'n ingelyfde maatskappy welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede / organisasies;
- "SAMK" beteken die Suid-Afrikaanse Menseregtekommissie
- "Inligtingsbeampte" 'n vennoot van SMIT VORSTER PROKUREURS is aangewys as die Inligtingsbeampte van SMIT VORSTER 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 Maatskappy	SMIT VORSTER PROKUREURS
Vennote en Inligtingsbeamptes:	Mnre. Johan Esterhuizen en Dean Ashton
Adres:	Lynnwoodweg 105, Brooklyn
Posadres:	Posbus 3988 PRETORIA 0001
Telefoon:	(012) 362-2007
Faks:	(012) 362 3402
E-pos:	jf.smit@mweb.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

P/A 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 INGELVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

SMIT VORSTER 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 Pensioenfonds, 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 Beroepserings 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 31)
- 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 SMIT VORSTER PROKUREURS IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

SMIT VORSTER PROKUREURS hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van SMIT VORSTER 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
- SMIT VORSTER 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

Alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewing aan die bepalings van die Wet. Geen inligting wat deur SMIT VORSTER 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) 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 SMIT VORSTER PROKUREURS;

8.2 Afskrifte van die handleiding kan verkry word by die kantore van SMIT VORSTER 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)

8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatkoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Department van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

ASHTON & ESTERHUIZEN ING.

PROKUREURS

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

INDEKS

BLADSY

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

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 ASHTON & ESTERHUIZEN ING. versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Esterhuizen en Mnr Ashton van voormelde firma kontak indien hy/sy bestand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van ASHTON & ESTERHUIZEN ING.

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 handtekening handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van ASHTON & ESTERHUIZEN ING.;
"ASHTON & ESTERHUIZEN"	beteken ASHTON & ESTERHUIZEN ING. 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"	'n vennoot van ASHTON & ESTERHUIZEN ING. is aangewys as die inligtingsbeampte van ASHTON & ESTERHUIZEN ING. aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

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

Naam van Maatskappy	ASHTON & ESTERHUIZEN ING.
Vennote en Inligtingsbeamptes:	Mnre. Johan Esterhuizen en Dean Ashton
Adres:	23 Agstestraat, Springs
Posadres:	Posbus 930
	SPRINGS, 1560
Telefoon:	(011) 362-6624
Faks:	(011) 362-6628
E-pos:	akeinc@global.co.za

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

P/A 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 INGELVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

ASHTON & ESTERHUIZEN ING. 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 Pensioenfonds, 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 Beroepserings 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 31)
- 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 ASHTON & ESTERHUIZEN ING. IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

ASHTON & ESTERHUIZEN ING. hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele -, handels- en finansiële belange van ASHTON & ESTERHUIZEN ING.
- 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
- ASHTON & ESTERHUIZEN ING. 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

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 ASHTON & ESTERHUIZEN ING. 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) 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 ASHTON & ESTERHUIZEN ING.;

8.2 Afskrifte van die handleiding kan verkry word by die kantore van ASHTON & ESTERHUIZEN ING. 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)

8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatkoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van SAMK (www.sahrc.org.za) of die Department van Justisie en Konstitusionele Ontwikkeling (www.doj.gov.za) (onder "regulations")

CJ HUMAN PROKUREURS

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

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die procedure wat gevolg moet word wanneer toegang tot inligting / dokumente van CJ HUMAN 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 CJ Human 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 CJ HUMAN 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 CJ HUMAN PROKUREURS;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;
"inligtingseenvorm"	Mnr CJ Human is aangewys as die inligtingseenvorm van CJ HUMAN PROKUREURS, aan wie versoekte vir inligting in terme van die Wet, gestuur moet word.

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

Naam van liggaam:	CJ HUMAN PROKUREURS
Inligtingseenvorm:	Mnr CJ Human
Adres:	Kegwayaan 116 BRAKPAN 1541
Posadres:	Posbus 1344 BRAKPAN 1540
Telefoonnommer:	(011) 744-0008
Faks:	(011) 744-3568

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

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

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid	Telefoon:	+27 11 484 8300
Navoring- en dokumentasie-afdeling	Faks:	+27 11 484 0582/1360
Privateks 2700	Webblad:	www.sahrc.org.za
HOUGHTON	E-pos:	PAIA@sahrc.org.za
2041		

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

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

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

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

- Inasvlenswet, No 24 van 1936 (Artikels 134 en 155)
- Wet op Pensioenfonde, No 24 van 1966
- Inkomstebelastingwet, No 58 van 1962 (Artikel 75)
- Maatskappywet, No 61 van 1973
- Wet op Prokureurs, No 53 van 1979
- Wet op Streeksdieskerade, No 109 van 1985
- Wet op Vergoeding vir Besoepelbesoedings en -sleides, No 130 van 1983 (Artikel 97)
- Wet op Arbeidsverhoudings, No 66 van 1995
- Wet op Basiese Diensooreenkomste, No 75 van 1997 (Artikel 31)
- Employment Equity Act, No 55 van 1998 (Artikel 26)
- Skills Development Act, No 97 van 1998
- Skills Development Levies Act, No 9 van 1998
- Werkloosheidsverzekeringwet, No 63 van 2001

Die bogenoemde rekords, insafre 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 veralg in Artikel 52.

6. INLIGTING GEHOU DEUR CJ HUMAN PROKUREURS I.T.V. DIE WET (Artikel 51(1)(e))

- CJ HUMAN PROKUREURS hou inligting / dokumente soos hierna aangedui:
- inligting ten opsigte van die operasionele, handels- en finansiële belange van CJ HUMAN PROKUREURS
- Kontrole
- Kliente databasis (persoonlike inligting van kliente, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliente)
- Standaard indiensnemingkontrakte
- Verdrag ten opsigte van Gelyke indiensneming
- Verdrag oor vaardigheidsontwikkeling
- CJ HUMAN PROKUREURS se personeelsreëls
- Menslike hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteurs)
- Lys van handelaars en hangende aansoeke
- Verzekeringpolisse
- Reëls en regulasies met betrekking tot die pensioenfonde

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voornoemde, sal sieg beskikbaar gestel word aan 'n versoeker onderhewig aan die bepalinge van die Wet. Geen inligting wat deur CJ HUMAN PROKUREURS gehou word is outomaties beskikbaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalinge van die Wet nie. 'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die inligtingseenvorm 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 CJ HUMAN PROKUREURS;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van CJ HUMAN PROKUREURS onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant;
- 8.4 Die handleiding wat beskikbaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorme en footstrukture nie. Die vorme en footstrukture kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.dca.gov.za) (under "regulations").

HELEN KARSAS ATTORNEY

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

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from HELEN KARSAS as contemplated in terms of the Act.

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

Any requestor is advised to contact Mrs Karsas should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from HELENKARSAS ATTORNEY.

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 Helen Karsas from time to time;
"Helen Karsas Attorney"	shall mean Helen Karsas Attorney, structured as a sole proprietorship which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The senior partner of Helen Karsas Attorney has been appointed as the Information Officer of Helen Karsas Attorney, 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:	Helen Karsas Attorney
Partner and appointed Information Officer:	Mrs H. Karsas
Address:	194 Pienaar Street, Brooklyn, Pretoria
Postal address:	P O Box 12255, Hatfield, 0028
Telephone:	(012) 362 2207
Fax:	(012) 362 3208

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)

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

2

- 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 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 HELEN KARSAS IN TERMS OF THE ACT (Section 51 (1) (e) of the Act)

Helen Karsas holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Helen Karsas
- 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
- Helen Karsas 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 Helen Karsas 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 the Section.

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

- 8.1 This manual is available for inspection at the offices of Helen Karsas, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Helen Karsas.
- 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").

1. INTRODUCTION TO 'B2BAFRICA'

The Promotion of Access to Information Act No. 2, 2000 was published in the Government Gazette dated 3 February 2000. The Act aims 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 rights; and to provide for matters connected therewith.'

In terms of this Act, a requester must be given access to any record of B2BAfrica if:

- That record is required for the exercise or protection of any rights;
- That person complies with the procedural requirements in this Act relating to a request for access to that record;
- Access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of the Act (*Grounds for Refusal of Access to Records*), also taking account of section 55 (*Records that cannot be found or do not exist*).

Section 9 of this Act makes provision that such right to access to information is subject to justifiable limitations including, but not limited to 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 the rights in the Bill of Rights in Chapter 2 of the Constitution of South Africa.

2. CONTACT DETAIL OF COMPANY

2.1 Information Officer

Name: Ms SS van Biljon

2.2 Addresses

- Postal : B2BAfrica, Postnet Suite # 197, Private Bag X 30500, Houghton, 2041
- Street : B2BAfrica, Ground floor, Metropolitan Park, 8 Hillside Road, Parktown, Johannesburg

2.3 Contact Numbers:

- (011) 7731300 (telephone)
- (011) 7731301 (fax)
- E-mail: sharon.vbiljon@b2bafrica.com

3. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission will compile the Guide in terms of Section 10 of the Act not later than August 2003. This Guide will consist of such information in an easily comprehensible form and manner as may reasonably be required by a person who wishes to exercise any right contemplated in this Act. Any enquiries regarding this Guide may be directed to:

Human Rights Commission, PAIA Unit (Research and Documentation Department), Private Bag X 2700, Houghton, 2041

Tel: (011) 484 8300

Fax: (011) 484 1360

Website: <http://www.sahrc.org.za>

E-mail address: pai@saahrc.org.za

4. RECORDS OF B2BAFRICA

4.1 Categories of Records available without requesting Access (Section 51 (c))

- Overview of the company;
- Divisions;
- B2B Solutions (Services and Products);
- Executive members of company (profiles)
- Business partners of the company.

4.2 Categories of Records residing with Transnet as Stakeholder Company

- Personnel records (HR);
- Financial (compensation).

4.3 Categories of Records residing with B2BAfrica

- Assessment of personnel records;
- Records provided by a third party relating to personnel;
- Financial records of the company;
- Operational;
- Marketing;
- Internal policies, standards and procedures.

5. MANNER OF ACCESS TO RECORDS

The requestor will request access to a record of B2BAfrica in the prescribed form to the said company concerned at its address, fax number or electronic mail address. (See Appendix 1).

5.1 The requestor has to comply with all the procedural requirements contained in the Act relating to the request for access to a record.

5.2 The requestor must complete the prescribed form (See Appendix 1) and submit it with the payment for the standard request fee or a deposit, if applicable, to the Information Officer at their postal/physical address/fax number/e-mail address.

5.3 The prescribed form must be completed with enough particulars to enable the Information Officer to identify:

- Record (s) requested;
- Identity of the requester;
- Form of access that is required, if the request is granted;
- Postal address or fax number of the requester.

5.4 The requester must pay the prescribed standard fee, before any further processing can take place. A deposit is payable when, in the opinion of the head of B2BAfrica, the request will require more than the hours prescribed for this purpose which will be one third of the access fee if the request is granted. (Section 54 (2) (b))

5.5 If a deposit (one third of the access fee) has been paid in respect of a request for access which is refused, the head of B2BAfrica will repay the deposit to the requester.

6 The requester shall be notified whether access was granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, the requester has to state the manner and the particulars so required.

6.4 The requester has to state that the information is required to exercise or protect a right and state clearly what the nature of the right is to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

5.8 B2BAfrica will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods cannot be complied with.

5.9 The head of B2BAfrica may extend the response to a request period of 30 days by not more than another period of 30 days.

5.10 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.

5.11 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

5.12 If no specific form of access is required by the requester, such form as the head of B2BAfrica reasonably determines, will be used.

6. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for B2BAfrica to refuse a request for information relates to the:

6.1 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.

6.2 Mandatory protection of the commercial information of a third party, if the record contains:

6.2.1 Trade secrets of that third party;

6.2.2 Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;

6.2.3 Information disclosed in confidence by a third party to B2BAfrica, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;

6.3 Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;

6.4 Mandatory protection of the safety of individuals and the protection of property;

6.5 Mandatory protection of records which would be regarded as privileged in legal proceedings;

6.6 Commercial activities of B2BAfrica, which may include

6.6.1 Trade secrets of B2BAfrica;

6.6.2 Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of B2BAfrica;

6.6.3 Information which, if disclosed could put B2BAfrica at a disadvantage in negotiations or commercial competition;

6.6.4 Computer program owned by B2BAfrica and which is protected by copyright.

6.7 Research information of B2BAfrica or a third party, if its disclosure would disclose the identity of B2BAfrica, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

6.8 If all reasonable steps have been taken to find a record requested and there are reasonable ground for believing that the record is in the possession of B2BAfrica, but cannot be found or does not exist then the head

of B2BAfrica will, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to that record (Section 55).

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused by B2BAfrica.

7. REMEDIES AVAILABLE WHEN B2BAFRICA REFUSES A REQUEST FOR INFORMATION

7.1 Internal Remedies

B2BAfrica does not have an internal appeal procedure. As such, the decision made by the Information Officer is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.

7.2 External Remedies

A requestor who is dissatisfied with the 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 the 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.

8. FEES (See Appendix 2)

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

8.1.1 A request fee, which will be a standard fee.

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.** The request fee charged by B2BAfrica is R50-00 per 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 fees as indicated in **Appendix 2.**

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 will repay the deposit to the requester.

9. AVAILABILITY OF B2BAFRICA MANUAL

This manual will be published on the websites of Transnet and B2BAfrica and sent to the Human Rights Commission and the Government Gazette for publication in compliance with the Act.

**EBEN GRIFFITHS AND PARTNERS
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 Eben Griffiths and Partners 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 Griffiths should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Eben Griffiths and Partners.

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 Eben Griffiths and Partners from time to time;
"Eben Griffiths and Partners"	shall mean Eben Griffiths and Partners Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	the senior partner of Eben Griffiths and Partners has been appointed as the Information Officer of Eben Griffiths and Partners, 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: Eben Griffiths and Partners

2.

Partner and appointed
Information Officer: Mr E Griffiths

Address: Ground Floor, Wierda Forum Building, Springbok Street, Wierda
Park, Centurion

Postal address: P O Box 52115, Wierdapark, 0149

Telephone: (012) 654-1007 / 654-1039

Fax: (012) 654-4884

E-mail: ebeng@cknet.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)

Eben Griffiths and Partners keep information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr 24 of 1956
- Income Tax Act, Nr 58 of 1962 (Section 75)
- Companies Act, Nr 61 of 1973
- Copyright Act, Nr 98 of 1978
- 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)

3./...

3.

- 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 EBEN GRIFFITHS AND PARTNERS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Eben Griffiths and Partners hold the information/documents listed herein below:

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

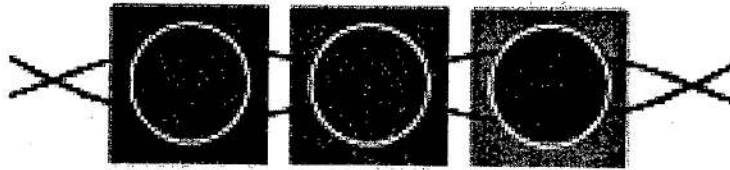
A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

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 Eben Griffiths and Partners, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Eben Griffiths and Partners.
- 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").



LISA THORNTON INC

Registration Number: 2000/027919/21

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

1. INTRODUCTION

Lisa Thornton Inc is a firm of attorneys in Johannesburg, which provides a range of legal services, including commercial, regulatory, intellectual property, labour, tax, administrative and constitutional law, litigation and policy advice, to all sectors of the ICT industry, including new media, telecommunications, broadcasting, computing, e-commerce and associated sectors.

The aim of this manual is to assist potential requestors with the procedure to be followed when requesting access to information or documents from Lisa Thornton Inc in terms of the Act. Any requestor is advised to contact Lisa Thornton should he or she require any assistance in using this manual and/or requesting information from Lisa Thornton Inc.

This 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.

The following words shall bear the following meanings in this manual:

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, as amended, together with all relevant regulations published in terms of the Act;
"Information Officer"	shall mean the senior partner of Lisa Thornton Inc who has been appointed as the Information Officer of Lisa Thornton Inc, to which requests for information in terms of the Act, should be addressed;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Lisa Thornton Inc from time to time;
"SAHRC"	shall mean the South African Human Rights Commission.

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

Name of body:	Lisa Thornton Inc
Senior Partner and appointed Information Officer:	Lisa Thornton
Street Address:	39 Newport Road Parkwood Johannesburg

Postal Address: PO Box 1377
Saxonwold
2132
Telephone Number: +2711 327 2220
Fax Number: +2711 327 3846
E-mail Address: info@thornton.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 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 available from the SAHRC by no later than August 2003. Please direct any queries to:

Address: PAIA Unit
The Research and Development Department
The South African Human Rights Commission
Private Bag 2700
Houghton
2041
Telephone Number: +2711 484 8300
Fax Number: +2711 484 0582/1360
Website: www.sahrc.org.za
E-mail Address: 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 notices have been published.

5. RECORDS HELD IN ACORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

Lisa Thornton Inc keeps information and documents in accordance with other legislation, including but not limited to:

- Attorneys Act, No 53 of 1979;
- Financial Intelligence Centre Act, No 38 of 2001;
- Companies Act, No 61 of 1973;
- Insolvency Act, No 24 of 1936;
- Income Tax Act, No 58 of 1962;
- Value Added Tax Act, No 89 of 1991;
- Regional Services Councils Act, No 109 of 1985;
- Copyright Act, No 98 of 1978;
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993;
- Basic Conditions of Employment Act, No 75 of 1997;
- Employment Equity Act, No 55 of 1998;
- Skills Development Act, No 97 of 1998;
- Skills Development Levies Act, No 9 of 1999; and
- Unemployment Insurance Act, No 63 of 2001.

6. DESCRIPTION OF RECORDS HELD (section 51(1)(e) of the Act)

Lisa Thornton Inc holds the information and documents listed below:

- information relating to the operational, commercial aspects and financial interests of Lisa Thornton Inc;
- commercial contracts and insurance policies;
- human resources information (including personal information of past, present and prospective employees and directors);
- employment equity reports;
- skills development reports;
- client information (including personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of clients).

It is recorded that any and all documents or information requested pertaining to the above-mentioned documents shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Lisa Thornton 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 shall be in the form prescribed in terms of the Act, addressed to the Information Officer and submitted against payment of the fee prescribed in terms of the Act. 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").

A profile of Lisa Thornton Inc describing services rendered and fields of expertise, the curricula vitae of its director and associates and its contact particulars, are immediately available on request from Lisa Thornton Inc.

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 of the Act.

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

This manual is available for inspection at the offices of Lisa Thornton Inc, free of charge.

Copies of the manual may be obtained, subject to the fees prescribed in terms of the Act having been paid, at the offices of Lisa Thornton Inc.

The manual is also available at the SAHRC and the Law Society of the Northern Provinces, and will be published in the *Government Gazette*.

ELIZE RADLEY PROKUREUR

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

INDEKS

1. Inleiding
2. Kontakbesonderhede
3. Riglyn ingevolge Artikel 10 van die Wet.
4. Kennisgewing(s) ingevolge Artikel 52(2) van die Wet.
5. Inligting/dokumente beskikbaar ingevolge ander wetgewing.
6. Inligting/dokumente gehou deur Elize Radley Prokureur ingevolge die Wet.
7. Ander inligting.
8. Besikbaarheid van die handleiding.

1. INLEIDING

Die handleiding verleen bystand aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van Elize Radley Prokureur versoek word ingevolge die bepalings van die Wet.

Die handleiding kan van tyd tot tyd gewysig word en die gewysigde uitgawe sal van tyd tot tyd beskikbaar wees.

Woorde gebruik in hierdie handleiding beteken die volgende:

"die Wet"	Die Wet op die Bevordering van Toegang tot Inligting no.2 van 2000 sowel as alle relevante gepubliseerde regulasies;
"die handleiding"	Hierdie handleiding tesame met alle aanhangsels daartoe, welke beskikbaar is by die kantore van Elize Radley Prokureur.
" Elize Radley Prokureur"	Elize Radley Prokureur 'n enkelpraktisyn wie regsadvies en regsverteenvoording verleen aan individuele kliënte.
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;
"Inligtingsbeampte"	Elize Radley is die inligtingsbeampte van Elize Radley Prokureur, wie versoeke vir inligting in terme van die Wet sal hanteer.

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

Naam van liggaam	:	Elize Radley Prokureur
Adres	:	Olivierstraat 7 Verwoerdpark Alberton ; Gauteng
Posadres	:	Posbus 7997 Albemarle 1410
Telefoon	:	011 865 4645
Faks	:	011 902 6093

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

Die Suid-Afrikaanse Menseregtekommissie sal 'n gids saamstel met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal in al die amptelike tale beskikbaar verkrygbaar wees by die SAMK met die volgende kontakbesonderhede:

PAIA Eenheid ,Navorsing- en dokumente afdeling
Privaatsak 2700
Houghton
2041

Telefoon : + 2711 484 8300
Faks : + 2711 484 0582/1360
Webblad : www.sahrc.org.za
E-pos : PAIA@sahro.org.za

3. KENNISGEWINGS INGEVOLGE ARTIKEL 52(2) VAN DIE WET (Artikel 51(1) (c) van die Wet).

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

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

Elize Radley Prokureur hou inligting ingevolge die volgende wetgewing:

Wet op Prokureurs No. 53 van 1979
Inkomstebelastingwet No. 58 van 1962

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

5. INLIGTING / DOKUMENTE GEHOU DEUR ELIZE RADLEY PROKUREUR INGEVOLGE DIE WET (Artikel 51(1)(e) van die Wet)

Elize Radley Prokureur hou inligting/dokumente soos hieronder aangedui:

- Inligting ten opsigte van die operasionele-, handels-en finansiële belange van Elize Radley Prokureur.
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie en inligting ten opsigte van ooreenkomste, eiendomstransaksies en bestorwe boedels)

Elize Radley is 'n enkelpraktisyn met geen ander personeel in diens nie; is toegelaat as prokureur in Mei 1994 en praktiseer sedert Julie 1996 vir haar eie rekening as prokureur en sedert 14 Oktober 1997 as aktevervaardiger. Die praktyk hanteer familiereglitigasie, bereddering van bestorwe boedels en aktevervaardiging.

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. Inligting wat deur Elize Radley Prokureur gehou word is nie outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek 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.

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

Geen regulasies is tot op datum ingevolge hierdie Artikel gepubliseer nie.

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

Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Elize Radley Prokureur en afkifte daarvan kan daar verkry word, teen betaling van die voorgeskrewe fooi. Toegang tot die handleiding kan bekom word op die webblad van die SAMK en sal ook gepubliseer word in die Staatskoerant.

Die handleiding is beskikbaar op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Laasgenoemde 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").

P M FOUCHE BOERDERY MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002

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

1.2 MAIN BUSINESS OF P M FOUCHE BOERDERY

P M Fouche is a sole proprietor who farms under the name and style of P M Fouche Boerdery.

2. DEFINITIONS

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

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

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

HEAD: P M FOUCHE Postal address: P M FOUCHE BOERDERY P. O Box 156 Mooiooi 0325 Physical address: P M FOUCHE BOERDERY Plot 2 Elandsraal Mooiooi 0325 Tel: 014-574 3486 Fax: Not Applicable E-Mail: Not Applicable

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

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

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

NONE PUBLISHED

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

P M FOUCHE BOERDERY holds records on the following subjects and categories: 6.1 GENERAL 6.1.1 Financial records 6.1.2 Insurance records 6.1.3 External Correspondence 6.1.4 Commercial Agreements

PART 5 7 MANNER OF ACCESS

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

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

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

PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF P M FOUCHE BOERDERY

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

PART 8 10. AVAILABILITY OF THIS MANUAL

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

DR ALLEN NEL MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002

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

1.1 MAIN BUSINESS OF DR ALLEN NEL

Dr Allen Nel is an anaesthetist who practises as such in Pretoria and who is governed by *inter alia* the South African Medical and Dental Board.

2. DEFINITIONS

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

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The person at the offices of Dr Allen Nel to whom requests for information in terms of the Act may be made "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

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

HEAD: MRS J NEL Postal address: DR ALLEN NEL P. O Box 60497 Pierre van Ryneveld 0045 Physical address: DR ALLEN NEL 4 Mosquito Ave Pierre van Ryneveld 0045 Tel: 012-662 1922 Fax: 012-662 1922 E-Mail: an18@mweb.co.za

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

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

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

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

Dr Allen Nel holds records on the following subjects and categories: 6.1 PATIENT / CLIENT RECORDS 6.1.1 Records provided by a patient /client 6.1.2 Records provided by a patient /client to a third party acting for or on behalf of Dr Allen Nel 6.1.3 Records provided by third parties 6.1.4 Records generated by or within Dr Allen Nel's practice 6.2 GENERAL 6.2.1 Financial records 6.2.1 Asset Register 6.2.2 Data base 6.2.3 Internal Correspondence 6.2.4 External Correspondence All information requested shall only be made available subject to the provisions of the Act and subject to Doctor-Patient Privilege.

PART 5 7. MANNER OF ACCESS

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

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

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

PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF DR ALLEN NEL

A requester that is dissatisfied with the decision of the Head of Dr Allen Nel's Practice, may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

PART 8 10. AVAILABILITY OF THIS MANUAL

This manual is available for inspection at the offices of Dr Allen Nel free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of Dr Allen Nel. The manual can also be accessed on the website of The South African Human Rights Commission, at the offices of the South African Medical Association (SAMA) and will be published in the Government Gazette.

LOUISTEF (PTY) LTD REGISTRATION NUMBER 1984/005591/07 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002

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

1.2 MAIN BUSINESS OF LOUISTEF (PTY) LTD Louistef (Pty) Ltd is a private company with main business activity that of a motor dealer and related activities.

2. DEFINITIONS The following words will bear the following meaning in this manual:

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The senior director of Louistef (Pty) Ltd who is acting as head of the Company "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

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

HEAD: J G F ROSSOUW Postal address: LOUISTEF (PTY) LTD P. O Box 1718 Brits 0250 Physical address: LOUISTEF (PTY) LTD Hendrik Verwoerd Avenue Brits Tel: 012-252 3231 Fax: 012-252 5524 E-Mail: intertoy@vebo.co.za

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

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

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

Louistef (Pty) Ltd holds the following information that is freely available without a requestor having to request access in terms of the Act: 5.1 Marketing or publicity material 5.2 Public Customer Information i.e product brochures, owner manuals 5.3 Product Sales Records

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

Louistef (Pty) Ltd. holds records on the following subjects and categories: 6.1 PERSONNEL RECORDS 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.3 Employment agreements and conditions of employment 6.1.4 Disciplinary and evaluation records 6.1.5 Correspondence relating to personnel 6.1.6 Training material 6.1.7 Requests for leave 6.1.8 Absence record 6.1.9 Personnel file 6.2 CUSTOMER / CLIENT RECORDS 6.2.1 Records provided by a customer / client 6.2.2 Records provided by a customer / client to a third party acting for or on behalf of Louistef (Pty) Ltd 6.2.3 Records provided by third parties 6.2.4 Records generated by or within Louistef (Pty) Ltd 6.3 GENERAL 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 Data base 6.3.5 Marketing Records 6.3.6 Internal Correspondence 6.3.7 External Correspondence 6.3.8 Securities 6.3.9 Commercial Agreements

PART 5 7. MANNER OF ACCESS

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

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

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

PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF LOUISTEF (PTY) LTD

A requester that is dissatisfied with the decision of the Head of Louistef (Pty) Ltd., may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

PART 8 10. AVAILABILITY OF THIS MANUAL

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

CHRIS CLAASSENS (PTY) LTD REGISTRATION NUMBER 1987/000532/07 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002

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

1.2 MAIN BUSINESS OF CHRIS CLAASSENS (PTY) LTD

Chris Claassens (Pty) Ltd is a private company with main business activity that of conducting a retail pharmacy.

2. DEFINITIONS The following words will bear the following meaning in this manual:

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The senior director of Chris Claassens (Pty) Ltd who is acting as head of the Company "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

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

HEAD: C J CLAASSENS Postal address: CHRIS CLAASSENS (PTY) LTD P. O Box 181 Brits 0250 Physical address: CHRIS CLAASSENS (PTY) LTD Safari Centre 14 Van Velden Street Brits Tel: 012-252 4555 Fax: 012-252 4555 E-Mail: leroux@compharm.co.za

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

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

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

Chris Claassens (Pty) Ltd holds the following information that is freely available without a requestor having to request access in terms of the Act: 5.1 Marketing or publicity material 5.2 Public product information 5.3 Public customer information i.e product brochures 5.4 Product Sales Records

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

Chris Claassens (Pty) Ltd. holds records on the following subjects and categories: 6.1 PERSONNEL RECORDS 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.3 Employment agreements and conditions of employment 6.1.4 Disciplinary and evaluation records 6.1.5 Correspondence relating to personnel 6.1.6 Training material 6.1.7 Requests for leave 6.1.8 Absence record 6.1.9 Personnel file 6.2 CUSTOMER / CLIENT RECORDS 6.2.1 Records provided by a customer / client 6.2.2 Records provided by third parties 6.2.3 Records generated by or within Chris Claassens (Pty) Ltd 6.3 GENERAL 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 Data base 6.3.5 Marketing Records 6.3.6 Governing Body Records 6.3.7 Internal Correspondence 6.3.8 External Correspondence 6.3.9 Securities 6.3.10 Commercial Agreements

PART 5 7. MANNER OF ACCESS

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

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

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

PART 7 9 APPLICATIONS REGARDING DECISIONS OF THE HEAD OF CHRIS CLAASSENS (PTY) LTD

A requester that is dissatisfied with the decision of the Head of Chris Claassens (Pty) Ltd., may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

PART 8 10. AVAILABILITY OF THIS MANUAL This manual is available for inspection at the offices of Chris Claassens (Pty) Ltd free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of Chris Claassens (Pty) Ltd. The manual can also be accessed on the website of The South African Human Rights Commission, at the offices of The South African Pharmaceutical Board and will be published in the Government Gazette.

VENTER DE JAGER (BRITS) INCORPORATED REGISTRATION NUMBER 1996/005149/21 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002

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

1.2 MAIN BUSINESS OF VENTER DE JAGER (BRITS) INCORPORATED

Venter de Jager (Brits) Incorporated is a firm of auditors governed by *inter alia* the South African Institute of Chartered Accountants and the Public Accountants and Auditors Board.

2. DEFINITIONS The following words will bear the following meaning in this manual:

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The senior director of Venter de Jager (Brits) Inc who is acting as head of the Company "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

PART 1 SECTION 51(1)(a) OF THE ACT 3. CONTACT DETAILS: HEAD: J N VAN DER WESTHUIZEN Postal address: VENTER DE JAGER (BRITS) INC P. O Box 3703 Brits 0250 Physical address: VENTER DE JAGER (BRITS) INC Wetca Building 41 Van Velden Street Brits Tel: 012-252 3536 Fax: 012-352 3595 E-Mail: klaas@vdjbrits.co.za

PART 2 SECTION 51(1)(b) OF THE ACT 4. GUIDE IN TERMS OF SECTION 10 OF THE ACT Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION PAIA Unit The Research and Documentation Department Private Bag X2700, Houghton, 2041 Tel: 011-484 8300 Fax: 011-484 1360 Website: www.sahrc.org.za E-mail address: paia@sahrc.org.za

PART 3 SECTION 51(1)(c) OF THE ACT 5 NOTICE PUBLISHED IN TERMS OF SECTION 52(2) NONE PUBLISHED Venter de Jager (Brits) Inc holds no information that is freely available without a requestor having to request access in terms of the Act.

PART 4 SECTION 51(1)(d)&(e) 6 RECORDS Venter de Jager (Brits) Inc. holds records on the following subjects and categories: 6.1 PERSONNEL RECORDS 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.3 Employment agreements and conditions of employment 6.1.4 Disciplinary and evaluation records 6.1.5 Correspondence relating to personnel 6.1.6 Training material 6.1.7 Requests for leave 6.1.8 Absence record 6.1.9 Personnel file 6.2 CLIENT RECORDS 6.2.1 Records provided by a client 6.2.3 Records provided by a client to a third party acting for or on behalf of Venter de Jager (Brits) Inc. 6.2.4 Records provided by third parties 6.2.5 Records generated by or within Venter de Jager (Inc) 6.3 GENERAL 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 Data base 6.3.5 Marketing Records 6.3.6 Governing Body Records 6.3.7 Internal Correspondence 6.3.8 External Correspondence 6.3.9 Securities 6.3.10 Commercial Agreements All information requested shall only be made available subject to the provisions of the Act and subject to Auditor-Client Privilege.

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

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

PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF VENTER DE JAGER (BRITS) INCORPORATED A requester that is dissatisfied with the decision of the Head of Venter de Jager (Brits) Inc., may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

PART 8 10. AVAILABILITY OF THIS MANUAL This manual is available for inspection at the offices of Venter de Jager (Brits) Inc free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of Venter de Jager (Brits) Inc. The manual can also be accessed on the website of The South African Human Rights Commission, at the offices of the Public Accountants and Auditors Board and The South African Institute of Chartered Accountants and will be published in the Government Gazette.

PIOEN 1083(PTY) LTD REGISTRATION NUMBER 2000/006389/07 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002

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

1.2 MAIN BUSINESS OF PIOEN 1083 (PTY) LTD

Pioen 1083 (PTY) LTD is a private company with main business activity that of a motor trader and related activities.

2. DEFINITIONS

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

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The senior director of Pioen 1083 (PTY) LTD who is acting as head of the Company "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

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

HEAD: J VAN DER WESTHUIZEN Postal address: PIOEN 1083 (PTY) LTD P. O Box 691 Trichardt 2300 Physical address: PIOEN 1083 (PTY) LTD C/o Paul Kruger & Visser Street Trichardt Tel: 017-638 0040 Fax: 017-638 0128 E-Mail: jacques.vanderwesthuizen@bmwdealer.co.za

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

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

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

Pioen 1083 (PTY) LTD holds the following information that is freely available without a requestor having to request access in terms of the Act: 5.1 Marketing or publicity material 5.2 Public Customer Information i.e product brochures, owner manuals 5.3 Product Sales Records

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

Pioen 1083 (PTY) LTD. holds records on the following subjects and categories: 6.1 PERSONNEL RECORDS 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.3 Employment agreements and conditions of employment 6.1.4 Disciplinary and evaluation records 6.1.5 Correspondence relating to personnel 6.1.6 Training material 6.1.7 Requests for leave 6.1.8 Absence record 6.1.9 Personnel file 6.2 CUSTOMER / CLIENT RECORDS 6.2.1 Records provided by a customer / client 6.2.2 Records provided by a customer / client to a third party acting for or on behalf of Pioen 1083 (Pty) Ltd 6.2.3 Records provided by third parties 6.2. 4 Records generated by or within Pioen 1083 (Pty) Ltd 6.3 GENERAL 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 Data base 6.3.5 Marketing Records 6.3.6 Internal Correspondence 6.3.7 External Correspondence 6.3.8 Securities 6.3.9 Commercial Agreements

PART 5 7. MANNER OF ACCESS

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

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

In terms of Sections 62 to 69 of the Act access to a record may be refused on one or more of the following grounds: 8.1 Mandatory protection of the privacy of a third party who is a natural person 8.2 Mandatory protection of the commercial information of a third party 8.3 Mandatory protection of certain confidential information of a third party 8.4 Mandatory protection of the safety of individuals and the protection of property 8.5 Mandatory protection of records privileged from production in legal proceedings 8.6 The commercial information of Pioen 1083 (PTY) LTD 8.7 Mandatory protection of research information of a third party Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF PIOEN 1083 (PTY) LTD

A requester that is dissatisfied with the decision of the Head of Pioen 1083 (PTY) LTD., may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

PART 8 10. AVAILABILITY OF THIS MANUAL

This manual is available for inspection at the offices of Pioen 1083 (PTY) LTD free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of Pioen 1083 (PTY) LTD. The manual can also be accessed on the website of The South African Human Rights Commission, and will be published in the Government Gazette.

J S BASSON BOERDERY MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002

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

1.2 MAIN BUSINESS OF J S BASSON BOERDERY

J S Basson is a sole proprietor who farms under the name and style of J S Basson Boerdery.

2. DEFINITIONS

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

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

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

HEAD: J S BASSON Postal address: J S Basson Boerdery P. O Box 1531 Brits 0250 Physical address: J S Basson Boerdery The Farm Soutpansdrift District Brits Tel: 012-254 0184 Fax: 012-254 0184 E-Mail: Not Applicable

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

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

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

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

J S Basson Boerdery holds records on the following subjects and categories: 6.1 PERSONNEL RECORDS 6.1.1 Personal records provided by employees 6.1.2 Employment agreements and conditions of employment 6.1.3 Disciplinary and evaluation records 6.1.4 Correspondence relating to personnel 6.1.5 Training material 6.1.6 Requests for leave 6.1.7 Absence record 6.1.8 Personnel file 6.2 GENERAL 6.2.1 Financial records 6.2.2 Insurance records 6.2.3 Asset Register 6.2.4 Data base 6.2.5 External Correspondence

PART 5 7. MANNER OF ACCESS

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

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

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

PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF J S BASSON BOERDERY

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

PART 8 10. AVAILABILITY OF THIS MANUAL

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

QUANTUM LEAP INVESTMENTS 593 (PTY) LTD REGISTRATION NUMBER 2002/003008/07 MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2002

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

1.2 MAIN BUSINESS OF QUANTUM LEAP INVESTMENTS 593 (PTY) LTD Quantum Leap Investments 593 (Pty) Ltd is a private company with main business activity that of a motor trader and related activities.

2. DEFINITIONS The following words will bear the following meaning in this manual:

"the Act" The Promotion of Access to Information Act, No 2 of 2002 "working days" Means any day other than a Saturday, Sunday or Public Holiday "head" The senior director of Quantum Leap Investments 593 (Pty) Ltd who is acting as head of the Company "Personal Requester" means a requester who is seeking access to a record containing personal information about that requester "Requester" means any person making a request for access to a record "Third Party" means any other person than the requester

PART 1 SECTION 51(1)(a) OF THE ACT 3. CONTACT DETAILS: HEAD: J VAN DER WESTHUIZEN Postal address: QUANTUM LEAP INVESTMENTS 593 (PTY) LTD P. O Box 691 Trichardt 2300 Physical address: QUANTUM LEAP INVESTMENTS 593 (PTY) LTD 30 Paul Kruger Street Trichardt Tel: 017-638 0630 Fax: 017-638 0128 E-Mail: jacques.vanderwesthuizen@bmwdealer.co.za

PART 2 SECTION 51(1)(b) OF THE ACT 4. GUIDE IN TERMS OF SECTION 10 OF THE ACT Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to: THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION PAIA Unit The Research and Documentation Department Private Bag X2700, Houghton, 2041 Tel: 011-484 8300 Fax: 011-484 1360 Website: www.sahrc.org.za E-mail address: paia@sahrc.org.za

PART 3 SECTION 51(1)(c) OF THE ACT 5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2) NONE PUBLISHED Quantum Leap Investments 593 (Pty) Ltd holds the following information that is freely available without a requestor having to request access in terms of the Act: 5.1 Marketing or Publicity Material 5.2 Public Customer Information i.e product brochures, owner manuals 5.3 Product Sales Records

PART 4 SECTION 51(1)(d)&(e) 6. RECORDS Quantum Leap Investments 593 (Pty) Ltd. holds records on the following subjects and categories: 6.1 PERSONNEL RECORDS 6.1.1 Personal records provided by employees 6.1.2 Records provided by individuals other than employees 6.1.3 Employment agreements and conditions of employment 6.1.4 Disciplinary and evaluation records 6.1.5 Correspondence relating to personnel 6.1.6 Training material 6.1.7 Requests for leave 6.1.8 Absence record 6.1.9 Personnel file 6.2 CUSTOMER / CLIENT RECORDS 6.2.1 Records provided by a customer / client 6.2.2 Records provided by a customer / client to a third party acting for or on behalf of Quantum Leap Investments 593 (Pty) Ltd 6.2.3 Records provided by third parties 6.2.4 Records generated by or within Quantum Leap Investments 593 (Pty) Ltd 6.3 GENERAL 6.3.1 Financial records 6.3.2 Insurance records 6.3.3 Asset Register 6.3.4 Data base 6.3.5 Marketing Records 6.3.6 Internal Correspondence 6.3.7 External Correspondence 6.3.8 Securities 6.3.9 Commercial Agreements

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

PART 6 8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS. In terms of Sections 62 to 69 of the Act access to a record may be refused on one or more of the following grounds: 8.1 Mandatory protection of the privacy of a third party who is a natural person 8.2 Mandatory protection of the commercial information of a third party 8.3 Mandatory protection of certain confidential information of a third party 8.4 Mandatory protection of the safety of individuals and the protection of property 8.5 Mandatory protection of records privileged from production in legal proceedings 8.6 The commercial information of Quantum Leap Investments 593 (Pty) Ltd 8.7 Mandatory protection of research information of a third party Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

PART 7 9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF QUANTUM LEAP INVESTMENTS 593 (PTY) LTD A requester that is dissatisfied with the decision of the Head of Quantum Leap Investments 593 (Pty) Ltd., may, subject to the provisions of the Act, within 30 days of notification of the decision, apply to the Court for appropriate relief.

PART 8 10. AVAILABILITY OF THIS MANUAL This manual is available for inspection at the offices of Quantum Leap Investments 593 (Pty) Ltd free of charge. Copies of the manual may be obtained, subject to the payment of the prescribed fee from the offices of Quantum Leap Investments 593 (Pty) Ltd. The manual can also be accessed on the website of The South African Human Rights Commission and will be published in the Government Gazette.

SECTION 51 MANUAL FOR MASS SPEC CC

Introduction to MASS SPEC cc.

Mass Spec cc provides service and repair to mass spectrometers and adjoining equipment. Mass Spec cc also provides software for mass spectrometer control.

PARTICULARS IN TERMS OF THE SECTION 51 MAUAL

1. Contact details

Postal Address:

Mass Spec cc
P.O. Box 51484
Wierda Park
0149

Street Address:

Mass Spec cc
8 Rustige Ave.
Eldoraigne III
Centurion
Gauteng

Telephone: +27 12 653 0887
Fax: +27 12 653 0461
E-mail: barrie@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 not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

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

3. Records available in terms of any other legislation

Basic Conditions of Employment Act No 75 of 1997
Income Tax Act No 95 of 1967
Labour Relations Act No 66 of 1995
Regional Services Councils Act No 109 of 1985
Skills Development Levies Act No 9 of 1999

Skills Development Act No 97 of 1998
Unemployment Contributions Act No 4 of 2002
Close Corporation Act No 69 of 1984
Value Added Tax Act No 89 of 1991

4. Access to the records held by the private body in question

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)

Not applicable.

- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed.

Administration

Correspondence

Operations

Sales Records (Invoices of spares consumables service fees)

Service Records (Work done on mass spectrometers)

Clients registry (List of mass spectrometer owners)

Finances

Annual financial statements

Stock records

Tax invoices

Income tax returns

VAT returns

Assets inventory

- iii. The request procedures

Form of request: see SAHRC web site (www.sahrc.org.za)

Fees: see SAHRC web site (www.sahrc.org.za)

5. Other information as may be prescribed

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

6. Availability of the Manual

The Manual is available for inspection at the offices of MASS SPEC cc. free of charge. Copies are available at the South African Human Rights Council and in the Government Gazette.

BOTHA FARRELL INCORPORATED
Registration Number 1982/004660/21

("the Company")

**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 the Company 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 T. Farrell should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information / documents from the Company.

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 the Company from time to time;
"the Company"	shall mean Botha Farrell 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 senior partner of the Company has been appointed as the Information Officer of the Company, 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: Botha Farrell Incorporated

Partner and appointed Information Officer: Mr T. Farrell

Address: 1st Floor, Erasmusrand Centre, cnr Rigel & Buffelsdrift
Avenues Erasmusrand, Pretoria, 0182

Postal Address: PO Box 2345, Pretoria, 0001

Telephone: (012) 347 0480

Fax: (012) 347 6839

E-mail: timfarrell@gbtf.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):**

The Company 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
- 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

The Company holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of the Company
- 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
- The Company's 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 the Company 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 Company, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of the Company.
- 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.doj.gov.za) (under "regulations").

WILLEM KOEKEMOER ATTORNEYS**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR 2 OF 2000****1. Introduction**

Willem Koekemoer Attorneys Specialises in Employment Law and also provides all other attorney, conveyancer and notary services.

2. Contact details (Section 51(1)(a) of the Act)

Partner : Willem Hendrik Koekemoer
Physical address: 118 Mercy Ave, Waterkloof Glen X 2, Pretoria
Postal address: P.O. Box 134, Menlyn, 0063
Phone number: (012) 348-6800 Fax number: (012) 348-1446
E-mail: wkprok@mweb.co.za

3. The section 10 Guide on how to use the Act (Section 51(1)(b) of the Act)

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

The South African Human Rights Commission:

PAIA Unit -The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Website: www.sahrc.org.za

Fax: +27 11 484-0582

E-mail: PAIA@sahrc.org.za

4. Records available in terms of any other legislation (Section 51(1)(d) of the Act)

- Attorneys Act, Nr. 53 of 1979
- Basic Conditions of Employment No. 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Stamp Duties Act No. 77 of 1968
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Administration of Estates Act, No. 66 of 1965

5. Documents / information held by Willem Koekemoer Attorneys (Section 51(1)(e))

- Details relating to the operational, commercial and financial interests
- 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
- Human Resources (personal information of past, present and prospective employees)
- Insurance policies
- Rules and regulations relating to the pension fund

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

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

7. Availability of the manual (Section 51(3) of the Act)

The manual is also available for inspection at the offices of Willem Koekemoer Attorneys free of charge and copies are available with the SAHRC, and in the Gazette.

**FRANK MUNNIK & ZULBERG
ATTORNEYS**

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

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7. Other Information	4
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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from FRANK MUNNIK & ZULBERG 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 Darryl Zulberg should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from FRANK MUNNIK & ZULBERG.

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
"FRANK MUNNIK & ZULBERG"	shall mean FRANK MUNNIK & ZULBERG Attorneys, structured as a sole practitioner which renders legal services including legal advice and legal representation to individual clients and business/organisations;

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

"Information Officer" The Derryl Zulberg of FRANK MUNNIK & ZULBERG has been appointed as the Information Officer of FRANK MUNNIK & ZULBERG, 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: FRANK MUNNIK & ZULBERG

Appointed Information Officer Mr Darryl Zulberg

Address: 1st floor, Palm Grove
Grove City
196 Louis Botha Avenue
(Cnr Osborn Road)
Houghton Estate 2198
Johannesburg

Postal Address: P.O. Box 46607
Orange Grove 2119

Telephone: (011) 728-7190/1/2/8/9

Fax: (011) 728-2503

E-mail: zulberg@global.co.za

Website address: [www.attorneys.co.za/
frankmunnik](http://www.attorneys.co.za/frankmunnik)

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 language/s 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
Webside: 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)

FRANK MUNNIK & ZULBERG 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 76)
- 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 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 FRANK MUNNIK & ZULBERG IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

FRANK MUNNIK & ZULBERG holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of FRANK MUNNIK & ZULBERG
- 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
- FRANK MUNNIK & ZULBERG Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

The FRANK MUNNIK & ZULBERG website address is (www.attorneys.co.za/frankmunnik) and it is accessible to anyone with access to the internet. It contains a profile on FRANK MUNNIK & ZULBERG, 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 FRANK MUNNIK & ZULBERG 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 FRANK MUNNIK & ZULBERG, free of charge.

8.2 Copies of the manual may be subjected to the prescribed fees, at the offices of FRANK MUNNIK & ZULBERG.

8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and FRANK MUNNIK & ZULBERG (www.attorneys.co.za/frankmunnik) 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.gov.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

CYRIL DIAMOND ATTORNEYS

("CDA")

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

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5. Documents / Information available in accordance with other legislation
6. Documents / information held by CDA
7. Other information
8. Request Procedure and Fees
9. Availability of the manual

1. INTRODUCTION

Background

The Promotion of Access to Information Act, No. 2 of 2000 ("the Act") was enacted on 3 February 2000. The purpose of the Act is to give effect to the constitutional right of access to information held either by the state or by another person (including a juristic person) and that is required for the exercise or protection of any rights.

The body to whom the request is made is obliged to release the information requested, unless the release of such information is expressly excluded in terms of the Act.

The Act contains the procedural requirements that must be fulfilled when requesting information from a body.

Purpose of Manual

The purpose of the manual that is produced in terms of the Act, is to assist potential requesters of information from CDA with the procedures that they must follow in order to obtain the requested information and / or documentation.

The manual can be amended from time to time and any such amendments will be available to the public.

2. CONTACT DETAILS (s 51(1)(a))

Name of body: Cyril Diamond Attorney

Information Officer: CYRIL CHARLES DIAMOND

Address: 3rd Floor Protea Place
Dreyer Street
Claremont
7700

Postal Address: PO Box 44799
Claremont
7735

Telephone: 683 4516

Fax: 683 5431

e-mail: diajof@mweb.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (s51(1)(b))

In terms of section 10 of the Act, a guide is to be compiled by the South African Human Rights Commission ("SAHRC"), containing all information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. At the time of printing hereof, no such guide has been compiled.

Any enquiries relating to this guide should be directed to the SAHRC. Their contact details are as follows:

The South African Human Rights Commission
PAIA UNIT (The Research and Documentation Department)
Private Bag 2700
HOUGHTON
2041

Telephone: (011) 484 8300
Fax: (011) 484 0582
e-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (s51(1)(c))

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

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (s51(1)(d))

It is recorded that the accessibility of the documents listed below, may be subject to the grounds of refusal as contained in the Act.

CDA keeps information / documents in accordance with the following legislation (this list is not exhaustive):

- 5.1 the Income Tax Act, No.58 of 1962
- 5.2 the Attorney's Act, No.53 of 1979
- 5.3 the Unemployment Insurance Act No. 30 of 1966
- 5.4 the Skills Development Act No. 97 of 1998

6. INFORMATION / DOCUMENTS HELD BY CDA

The following documents (which are not exhaustive) are only available to a Requester subject to the provisions of the Act:

- 6.1 standard lease agreements
- 6.2 trust documents
- 6.3 wills
- 6.4 other commercial contracts
- 6.5 employee related documents

7. OTHER INFORMATION (S51(1)(f))

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

8. REQUEST PROCEDURE AND FEES

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [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 a 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 the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the 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)].

9. AVAILABILITY OF THE MANUAL (S51(3))

This manual is available for inspection at the offices of CCA at the address listed in 2 above. Copies may be obtained from CCA, subject to the fees as prescribed by the Act, or on the SAHRC website (www.sahrc.org.za).

C C D (PTY) LTD
FUND MANAGERS
("CCD")

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

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7. Other information
8. Request Procedure and Fees
9. Availability of the manual

1. INTRODUCTION

Background

The Promotion of Access to Information Act, No. 2 of 2000 ("the Act") was enacted on 3 February 2000. The purpose of the Act is to give effect to the constitutional right of access to information held either by the state or by another person (including a juristic person) and that is required for the exercise or protection of any rights.

The body to whom the request is made is obliged to release the information requested, unless the release of such information is expressly excluded in terms of the Act.

The Act contains the procedural requirements that must be fulfilled when requesting information from a body.

Purpose of Manual

The purpose of the manual that is produced in terms of the Act, is to assist potential requesters of information from CCD with the procedures that they must follow in order to obtain the requested information and / or documentation.

The manual can be amended from time to time and any such amendments will be available to the public.

2. CONTACT DETAILS (s 51(1)(a))

Name of body: C C D (Pty) Ltd

Information Officer: CYRIL CHARLES DIAMOND

Address: 3RD Floor Protea Place
Dreyer Street
Claremont
7700

Postal Address: PO Box 44799
Claremont
7735

Telephone: 683 4516

Fax: 683 5431

e-mail: ccdpty@mweb.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (s51(1)(b))

In terms of section 10 of the Act, a guide is to be compiled by the South African Human Rights Commission ("SAHRC"), containing all information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. At the time of printing hereof, no such guide has been compiled.

Any enquiries relating to this guide should be directed to the SAHRC. Their contact details are as follows:

The South African Human Rights Commission
PAIA UNIT (The Research and Documentation Department)
Private Bag 2700
HOUGHTON
2041

Telephone: (011) 484 8300
Fax: (011) 484 0582
e-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (s51(1)(c))

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

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (s51(1)(d))

Records are kept in accordance with the following legislation:

- Income Tax Act No. 58 of 1962
- VAT Act No. 89 of 1991
- Skills Development Levies Act of 1999
- Basic Conditions of Employment Act No. 75 of 1997

6. INFORMATION / DOCUMENTS HELD BY CCD IN TERMS OF THE ACT (s51(1)(e))

It is recorded that the accessibility of the documents listed below, may be subject to the grounds of refusal as contained in the Act.

CCD contains the following types of information (this list is by no means complete):

6.1 personnel records –

these records contain information that is personal to the people/persons who work at, or provide services to CCD.

6.2 client related records –

these are records containing specific information about the clients of CCD, such as their addresses, details of their portfolios, etc.

6.3 financial records –

such as records related to securities and equities; market records; databases; financial records; statutory records.

6.4 other records –

financial records, contractual records; records pertaining to other parties.

7. OTHER INFORMATION (S51(1)(f))

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

8. REQUEST PROCEDURE AND FEES

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [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 a 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 the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the 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)].

9. AVAILABILITY OF THE MANUAL (S51(3))

This manual is available for inspection at the offices of CCD at the address listed in 2 above. Copies may be obtained from CCD, subject to the fees as prescribed by the Act, or on the SAHRC website (www.sahrc.org.za).

1.

TAR
ATTORNEYSMANUAL 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 TAR ATTORNEYS as contemplated in terms of the Act.

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

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

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

"the Act"	shall mean the Promotion of Access to information Act, Nr 2 of 2000, together with all relevant regulation published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of TAR ATTORNEYS from time to time;
"TAR "	shall mean TAR ATTORNEYS, structured as a sole proprietorship 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 Director of TAR ATTORNEYS has been appointed as the Information Officer of TAR ATTORNEYS , to which requests for information in terms of the Act, should be addressed.

2.

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

Name of body: Tar Attorneys
Director and appointed Information Officer: Mr T.M. OMAR
Address: A16 Excelsior Street, Oriental Plaza, Polokwane
Postal address: P.O. BOX 6165, Polokwane North, 0750
Telephone: (015) 297-5009
Fax: (015) 297-5009
E- mail: tar@imagnet.co.za
Website address: www.attorneys.co.za/tarattorneys

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 Reserach and Documentation Department
Private Bag 2700
HOUGHTON
2041

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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)

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

- Attorneys Act, Nr 53 of 1979
- Occupational Health and Safety Act, Nr 85 of 1993
- Compensation for Occupational Injuries and Disease 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)

3.

- 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 of 2001
- Magistrate Court Act 32 of 1944

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

TAR ATTORNEYS holds the information / documents listed herein below:

- Details relating to the financial statements of **TAR ATTORNEYS**
- Commercial contracts
- Client data base (personal information of client, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- **TAR ATTORNEYS** Personnel Report
- Insurance policies

The **TAR ATTORNEYS** website address is www.attorneys.co.za/tarattorneys and it is accessible to anyone with access to the internet. It contains a profile on **TAR ATTORNEYS**, 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 **TAR ATTORNEYS** is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

4.

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 TAR ATTORNEYS, free of charge.

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

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 "regulation").

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