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M A N U A L

IN ACCORDANCE WITH

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



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

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ADEL CENTRE TRUST**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Adel Centre Trust
Registration No.: IT 1829/97
Head of Private Body: Mr CM de Lauwere
Postal Address: PO Box 34044, Newton Park, 6055
Physical Address: 10 Newton Street, Newton Park, Port Elizabeth, 6045
Telephone No.: (041) 363 4396
Telefax No.: (041) 363 3705
E-mail Address: headoffice@adel.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Trust Property Control Act 57 of 1988
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements / proposals & intellectual & intellectual property of such third parties

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

ADEL GROUP (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Adel Group (Pty) Ltd
Registration No.: 1960/003269/07
Head of Private Body: Managing Director – Mr CM de Lauwere
Postal Address: PO Box 34044, Newton Park, 6055
Physical Address: 10 Newton Street, Newton Park, Port Elizabeth, 6045
Telephone No.: (041) 363 4396
Telefax No.: (041) 363 3705
E-mail Address: headoffice@adel.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

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

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

Records are kept in accordance with such other legislation as is applicable to the Private Body, which includes but is not limited to, 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 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information / security documentation

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans/ computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements / proposals & intellectual & intellectual property of such third parties

PART VI**[Availability of Manual under Section 51(3) of the Act]**

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PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

ADEL PROPERTIES CC**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Adel Properties CC
Registration No.: 1990/033461/23
Head of Private Body: Mr CM de Lauwere
Postal Address: PO Box 34044, Newton Park, 6055
Physical Address: 10 Newton Street, Newton Park, Port Elizabeth, 6045
Telephone No.: (041) 363 4396
Telefax No.: (041) 363 3705
E-mail Address: headoffice@adel.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
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PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Close Corporations Act 69 of 1984
Income Tax Act 58 of 1962

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

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Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

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ADEL PROPERTY DEVELOPERS (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Adel Property Developers (Pty) Ltd
Registration No.: 1980/009553/07
Head of Private Body: Managing Director – Mr CM de Lauwere
Postal Address: PO Box 34044, Newton Park, 6055
Physical Address: 10 Newton Street, Newton Park, Port Elizabeth, 6045
Telephone No.: (041) 363 4396
Telefax No.: (041) 363 3705
E-mail Address: headoffice@adel.co.za

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Companies Act 61 of 1973
Income Tax Act 58 of 1962
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Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

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ALLFORMS CONSTRUCTION SERVICES CC**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Allforms Construction Services CC
Registration No.: 1986/012092/23
Head of Private Body: B Strydom
Postal Address: PO Box 34659, Newton Park, 6055
Physical Address: 19 Chevrolet Street, Markman Township, Swartkops, 6210
Telephone No.: (041) 363 5544
Telefax No.: (041) 363 5544
E-mail Address: allforms@progen.co.za

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Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

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BRETT MOTOR CORPORATION (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Brett Motor Corporation (Pty) Ltd
Registration No.: 1995/013720/07
Head of Private Body: Mr Edward Brett
Postal Address: PO Box 14014, Sidwell, 6061
Physical Address: 111 – 117 Commercial Road, Sidwell, Port Elizabeth, 6061
Telephone No.: (041) 453 2043
Telefax No.: (041) 451 2510
E-mail Address: sbok@iafrica.com

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

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Business Administration:

Minutes of meetings / resolutions / statutory returns

Movable and Immovable Property:

Title deeds / lease agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records

Accounting:

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BRETTTHOF (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Brettthof (Pty) Ltd
Registration No.: 1981/000340/07
Head of Private Body: Mr Edward Brett
Postal Address: PO Box 14014, Sidwell, 6061
Physical Address: 111 – 117 Commercial Road, Sidwell, Port Elizabeth, 6061
Telephone No.: (041) 453 2043
Telefax No.: (041) 451 2510
E-mail Address: sbok@iafrica.com

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COMMERCIAL MEAT WHOLESALERS (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Commercial Meat Wholesalers (Pty) Ltd
Trade Name: Springbok Discount Meat Centre
Registration No.: 1995/013314/07
Head of Private Body: Mr Edward Brett
Postal Address: PO Box 14014, Sidwell, 6061
Physical Address: 111 – 117 Commercial Road, Sidwell, Port Elizabeth, 6061
Telephone No.: (041) 453 2043
Telefax No.: (041) 451 2510
E-mail Address: sbok@iafrica.com

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

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Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001
Pension Funds Act 24 of 1956

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Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / statutory returns

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Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions

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COMPTECH**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: KEQ CC
Trade Name: Comptech
Registration No.: 1991/011701/23
Head of Private Body: Mr D Uys / Mr E Kemp
Postal Address: PO Box 34406, Newton Park, 6055
Physical Address: 51A Pickering Street, Newton Park, Port Elizabeth, 6045
Telephone No.: (041) 365 3080
Telefax No.: (041) 365 2399
E-mail Address: dirk@comptech.co.za
Website Address: www.comptech.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Close Corporations Act 69 of 1984
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / resolutions / agreements / annual reports / statutory returns

Movable and Immovable Property:

Lease agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace records

Finance:

Financial statements / banking details / bank account records / debtor – creditor statements & invoices

Accounting:

Books of account / invoices & statements / fixed asset registers / statutory returns

Operations:

Policies & procedures / permits / approvals / authorisations / applications / registrations / reports & supporting documents / contractor, client & supplier agreements & information / security documents

Marketing:

Promotional material / agreements / brochures & advertising material

Safety, Health & Environment:

Safety & health Audits, inspections, policies & procedures / documents & reports on safety & health incidents / applications for permits / authorisations & exemptions

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans/ computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements / proposals & intellectual & intellectual property of such third parties

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

DATAPOWER**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: PW Austin CC
Trade Name: Datapower
Registration No.: 1997/006070/23
Head of Private Body: Mr Philip Wolseley Austin (Manager)
Postal Address: PO Box 3381, North End, 6056
Physical Address: 146 Cape Road, Mill Park, Port Elizabeth, 6001
Telephone No.: (041) 373 1516
Telefax No.: (041) 374 3956
E-mail Address: datapower@intekom.co.za
Website Address: www.datapower.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Close Corporations Act 69 of 1984
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

DE LAUWERE FAMILY TRUST**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: De Lauwere Family Trust
Registration No.: TM 3884
Head of Private Body: Mr AMAJ de Lauwere
Postal Address: PO Box 34044, Newton Park, 6055
Physical Address: 10 Newton Street, Newton Park, Port Elizabeth, 6045
Telephone No.: (041) 363 4396
Telefax No.: (041) 363 3705
E-mail Address: headoffice@adel.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Trust Property Control Act 57 of 1988
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

DENNIS TUNLEY PROPERTY PLANNING**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Name of Private Body: Dennis Tunley t/a Dennis Tunley Property Planning
Trade Name: Dennis Tunley Property Planning
Head of Private Body: Mr Dennis Tunley
Postal Address: 21 Aalwyn Drive, Uitenhage, 6229
Physical Address: 21 Aalwyn Drive, Uitenhage, 6229
Telephone No.: (041) 992 2517
Telefax No.: (041) 992 2517
E-mail Address: dkttunley@xsinet.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Income Tax Act 58 of 1962

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Powers of attorney / agreements / annual reports / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / hire-purchase agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / RSC levies

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / statutory returns

Operations:

Rezoning applications / town planning departure applications / special consent applications / removal of restrictions applications / registrations / reports, information & supporting documentation

Information Technology:

System documentation & manuals / disaster recovery & implementation plans/ computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information on agreements / proposals & intellectual property of such third parties

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

FISCHERS BUILDINGS (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Fischers Buildings (Pty) Ltd
Registration No.: 1957/002775/07
Head of Private Body: Managing Director – Mr Peter Moser
Postal Address: PO Box 93, Port Elizabeth, 6000
Physical Address: 33 Govan Mbeki Ave, Port Elizabeth, 6001
Telephone No.: (041) 585 6755
Telefax No.: (041) 586 4152
E-mail Address: fischer@cybertrade.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / lease agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / registrations

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

FISCHERS JEWELLERS**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: A. Fischer & Company (Pty) Ltd
Trade Name: Fischers Jewellers
Registration No.: 1915/001425/07
Head of Private Body: Managing Director – Mr Peter Moser
Postal Address: PO Box 93, Port Elizabeth, 6000
Physical Address: 33 Govan Mbeki Ave, Port Elizabeth, 6001
Telephone No.: (041) 585 6755
Telefax No.: (041) 586 4152
E-mail Address: fischer@cybertrade.co.za
Controlling Body: Jewellery Council of South Africa

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Basic Conditions of Employment Act 75 of 1997
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Agreements / annual reports / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Lease agreements / hire-purchase agreements / credit sale agreements / sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies, procedures, forms & applications / payrolls / employee records / personnel files / agreements

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / registrations / reports & supporting documentation / contractor, client & supplier agreements & information

Marketing:

Brochures & advertising material

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions

Information Technology:

System documentation & manuals / computer software, programs & material

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

GREAT ADEL TRUST**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Great Adel Trust
Registration No.: IT 1833/97
Head of Private Body: Mr CM de Lauwere
Postal Address: PO Box 34044, Newton Park, 6055
Physical Address: 10 Newton Street, Newton Park, Port Elizabeth, 6045
Telephone No.: (041) 363 4396
Telefax No.: (041) 363 3705
E-mail Address: headoffice@adel.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Trust Property Control Act 57 of 1988
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

HUMEWOOD HOTEL (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Humewood Hotel (Pty) Ltd
Registration No.: 1995/008749/07
Head of Private Body: Mr BM Templer (Managing Director)
Postal Address: PO Box 13023, Humewood, 6013
Physical Address: 33 Beach Road, Humewood, Port Elizabeth, 6001
Telephone No.: (041) 585 8961
Telefax No.: (041) 585 1740
E-mail Address: humewood@intekom.co.za and humewood@mweb.co.za
Website Address: www.suncoast.co.za/humewood

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

Records are kept in accordance with such other legislation as is applicable to the Private Body, which includes but is not limited to, 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 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information

Marketing:

Brochures & advertising material

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents

Information Technology:

System documentation & manuals / computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

ADVOCATE PN KROON**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Advocate PN Kroon
Head of Private Body: Advocate PN Kroon
Postal Address: PO Box 12324, Centrahil, 6006
Physical Address: 4th Floor, Oasim South, Pearson Street, Central, Port Elizabeth, 6001
Telephone No.: (041) 582 1706
Telefax No.: (041) 585 4804
E-mail Address: pnkroon@mweb.co.za
Controlling Body: Bar Council of Port Elizabeth

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Basic Conditions of Employment Act 75 of 1997
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V
[Information required under Section 51(1)(e) of the Act]

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Movable and Immovable Property:

Lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / statutory returns

Operations:

Policies & procedures / applications / registrations

Information Technology:

System documentation & manuals / computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements / proposals & intellectual & intellectual property of such third parties

PART VI
[Availability of Manual under Section 51(3) of the Act]

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII
[Prescribed forms and fee structure in respect of private bodies]

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

LIMA TRADING (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Lima Trading (Pty) Ltd
Trade Name: Algoa Cement Industries
Head of Private Body: Mr Thomas Read Crisp
Postal Address: PO Box 40087, Walmer, 6065
Physical Address: 841 Sardinia Bay Road, Lovemore Park, Port Elizabeth
Telephone No.: (041) 366 1873
Telefax No.: (041) 366 1873
E-mail Address: tomcrisp@iafrica.com

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

Records are kept in accordance with such other legislation as is applicable to the Private Body, which includes but is not limited to, 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 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Intellectual Property:

Trademarks / patents / copyright / design registrations / trade secrets / know-how / licensing agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information / security documentation

Logistics:

Agreements relating to transportation / storage, handling, packaging & distribution agreements

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions / waste management & emission control documents

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans / computer software, programs & material

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doi.gov.za), under the "regulations" section.

PARAMOUNT MILLS (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Paramount Mills (Pty) Ltd
Registration No.: 1998/013295/07
Head of Private Body: Managing Director – Mr Bruce Spanjaard
Postal Address: PO Box 15217, Beacon Bay, 5205
Physical Address: 4 Rayon Road, Gately, East London
Telephone No.: (043) 731 2444
Telefax No.: (043) 731 2577
E-mail Address: paramnt@iafrica.com

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Basic Conditions of Employment Act 75 of 1997
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Intellectual Property:

Trademarks / patents / copyright / design registrations / trade secrets / know-how / licensing agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information / security documentation

Logistics:

Agreements relating to transportation / storage, handling, packaging & distribution agreements / forwarding & clearing agreements

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions / waste management & emission control documents

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans/ computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements / proposals & intellectual & intellectual property of such third parties

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

PHONSAL INVESTMENTS (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Phonsal Investments (Pty) Ltd
Registration No.: 1970/016262/07
Head of Private Body: Managing Director – Mr AMAJ de Lauwere
Postal Address: PO Box 34044, Newton Park, 6055
Physical Address: 10 Newton Street, Newton Park, Port Elizabeth, 6045
Telephone No.: (041) 363 4396
Telefax No.: (041) 363 3705
E-mail Address: headoffice@adel.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doi.gov.za), under the "regulations" section.

ADVOCATE PJ DE BRUYN, SC**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Advocate PJ de Bruyn, SC
Head of Private Body: Advocate PJ de Bruyn, SC
Postal Address: PO Box 12324, Centrahil, 6006
Physical Address: 7th Floor, Oasim South, Pearson Street, Central, Port Elizabeth, 6001
Telephone No.: (041) 582 2343
Telefax No.: (041) 586 2437
E-mail Address: pdebruyn@mweb.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Basic Conditions of Employment Act 75 of 1997
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / agreements / annual reports / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Information Technology:

System documentation & manuals / computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements / proposals & intellectual & intellectual property of such third parties

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doi.gov.za), under the "regulations" section.

SELECTIVE LIGHTING CC**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Selective Lighting CC
Registration No.: 1985/003784/23
Head of Private Body: Mr Ernest Müller
Postal Address: PO Box 34320, Newton Park, 6055
Physical Address: 28 West Street, Newton Park, Port Elizabeth, 6045
Telephone No.: (041) 365 2636
Telefax No.: (041) 365 2571
E-mail Address: selective@agnet.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Close Corporations Act 69 of 1984
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Agreements / annual reports / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Intellectual Property:

Trade secrets / know-how

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information / security documentation

Marketing:

Newsletters / promotional material / print & audio-visual material / brochures & advertising material

Safety, Health & Environment:

Safety & health policies, procedures, documents & reports

Information Technology:

System documentation & manuals / computer software, programs & material

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

SMITH TABATA LOON & CONNELLAN**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Smith Tabata Loon & Connellan (PE) Inc.
Trade Name: Smith Tabata Loon & Connellan
Registration No.: 1992/007434/21
Head of Private Body: Mr Guy Dakin
Postal Address: PO Box 12328, Centrahil, 6006
Physical Address: 4 Cape Road, Port Elizabeth, 6001
Telephone No.: (041) 506 3700
Telefax No.: (041) 582 1429
E-mail Address: gdakin@stlc.co.za
Website Address: www.smithtabata.co.za
Controlling Body: Law Society of the Cape of Good Hope

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

Records are kept in accordance with such other legislation as is applicable to the Private Body, which includes but is not limited to, 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 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001
Pension Funds Act 24 of 1956
Attorneys Act 53 of 1979

PART V
[Information required under Section 51(1)(e) of the Act]

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / pension fund rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information / security documentation

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

Safety & Health:

Safety & health policies, procedures, documents & reports on incidents

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans / computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements / proposals & intellectual & intellectual property of such third parties

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

THE GARDENS SUPERSPAR**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Rencha (Pty) Ltd
Trade Name: The Gardens Superspar
Registration No.: 1999/019775/07
Head of Private Body: Mr Leon Ferreira
Postal Address: PO Box 13694, Humewood, 6013
Physical Address: The Gardens Shopping Centre, 166 Circular Drive, Lorraine, Port Elizabeth
Telephone No.: (041) 368 1800
Telefax No.: (041) 368 5019
E-mail Address: elfer@mweb.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

Records are kept in accordance with such other legislation as is applicable to the Private Body, which includes but is not limited to, 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 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information / security documentation

Logistics:

Agreements relating to transportation / storage, handling, packaging & distribution agreements / forwarding & clearing agreements

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions / waste management & emission control documents

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans / computer software, programs & material

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

STAUCH VORSTER (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Stauch Vorster (Pty) Ltd
Registration No.: 1973/002113/07
Head of Private Body: Mr R Philip
Postal Address: PO Box 107, Port Elizabeth, 6000
Physical Address: 25 Western Road, Central, Port Elizabeth, 6001
Telephone No.: (041) 586 1116
Telefax No.: (041) 585 3225
E-mail Address: archsvpe@iafrica.com
Website Address: www.svarchitects.com

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Intellectual Property:

Trademarks / patents / copyright / design registrations

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information / security documentation

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans/ computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements / proposals & intellectual & intellectual property of such third parties

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

SUMMERSTRAND KWIKSPAR**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Summerstrand Supermarket CC
Trade Name: Summerstrand KwikSpar
Registration No.: 1988/015902/23
Head of Private Body: Mr Keith Simpson
Postal Address: Cnr 8th Ave & Torquay Street, Summerstrand, Port Elizabeth, 6001
Physical Address: Cnr 8th Ave & Torquay Street, Summerstrand, Port Elizabeth, 6001
Telephone No.: (041) 583 3055
Telefax No.: (041) 583 4317
E-mail Address: ksimpson@mweb.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Close Corporations Act 69 of 1984
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Powers of attorney / agreements / annual reports / statutory returns / memoranda & correspondence

Movable and Immovable Property:

Lease agreements / hire-purchase agreements / credit sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / reports & supporting documentation / contractor & supplier agreements & information / security documentation

Marketing:

Promotional material / print & audio-visual material / brochures & advertising material

Safety & Health:

Safety & health audits, inspections, policies & procedures / documents & reports on safety & health incidents / authorisations & exemptions

Information Technology:

System documentation & manuals / computer software, programs & material

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doi.gov.za), under the "regulations" section.

VOORSTEVLEI BOERDERY**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: PJ de Bruyn t/a Voorstevlei Boerdery
Head of Private Body: Mr PJ de Bruyn
Postal Address: PO Box 280, Piketberg, 7320
Physical Address: Voorstevlei Boerdery, Piketberg
Telephone No.: (022) 914 5706
Telefax No.: (022) 914 5642
E-mail Address: pdebruyn@mweb.co.za

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Basic Conditions of Employment Act 75 of 1997
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Movable and Immovable Property:

Title deeds / lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / workplace & union agreements & records / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Logistics:

Agreements relating to transportation / storage, handling, packaging & distribution agreements / forwarding & clearing agreements

Safety, Health & Environment:

Safety, health & environmental audits, inspections, policies & procedures / documents & reports on safety, health & environmental incidents / applications for permits / authorisations & exemptions / waste management & emission control documents

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans/ computer software, programs & material

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doi.gov.za), under the "regulations" section.

WOODINGTON PROPERTIES (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Woodington Properties (Pty) Ltd
Registration No.: 1961/001074/07
Head of Private Body: Mr Edward Brett
Postal Address: PO Box 14014, Sidwell, 6061
Physical Address: 111 – 117 Commercial Road, Sidwell, Port Elizabeth, 6061
Telephone No.: (041) 453 2043
Telefax No.: (041) 451 2510
E-mail Address: sbok@iafrica.com

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

The South African Human Rights Commission:
PAIA Unit – The Research & Documentation Department
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefax: +27 11 484-0582
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / resolutions / statutory returns

Movable and Immovable Property:

Title deeds / lease agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records

Accounting:

Books of account / vouchers / invoices & statements / statutory returns

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements

PART VI**[Availability of Manual under Section 51(3) of the Act]**

This manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of the Private Body and, if applicable, on the Private Body's website. Copies may also be requested from the South African Human Rights Commission and, if applicable, from the Controlling Body of the Private Body.

PART VII**[Prescribed forms and fee structure in respect of private bodies]**

The forms and fee structure prescribed under the Act are available at the website of the South African Human Rights Commission (www.sahrc.org.za) or the website of the Department of Justice & Constitutional Development (www.doj.gov.za), under the "regulations" section.

PASEEL INVESTMENTS (PTY) LTD**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Paseel Investments (Pty) Ltd
Registration No.: 1995/013437/07
Head of Private Body: Mr Edward Brett
Postal Address: PO Box 14014, Sidwell, 6061
Physical Address: 111 – 117 Commercial Road, Sidwell, Port Elizabeth, 6061
Telephone No.: (041) 453 2043
Telefax No.: (041) 451 2510
E-mail Address: sbok@iafrica.com

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

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PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991

PART V**[Information required under Section 51(1)(e) of the Act]**

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Minutes of meetings / resolutions / statutory returns

Movable and Immovable Property:

Title deeds / lease agreements

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / RSC levies / capital gains returns

Finance:

Financial statements / reports & returns / banking details / bank account records

Accounting:

Books of account / vouchers / invoices & statements / statutory returns

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements

PART VI**[Availability of Manual under Section 51(3) of the Act]**

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PART VII**[Prescribed forms and fee structure in respect of private bodies]**

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STAUCH VORSTER ARCHITECTS**MANUAL**

In terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000

PART I**[Information required under Section 51(1)(a) of the Act]**

Registered Name: Stauch Vorster Architects (Port Elizabeth) (Pty) Ltd
Trade Name: Stauch Vorster Architects
Registration No.: 1995/001860/07
Head of Private Body: Mr R Philip
Postal Address: PO Box 107, Port Elizabeth, 6000
Physical Address: 25 Western Road, Central, Port Elizabeth, 6001
Telephone No.: (041) 586 1116
Telefax No.: (041) 585 3225
E-mail Address: archsvpe@iafrica.com
Website Address: www.svarchitects.com
Controlling Body: South African Council for the Architectural Profession (SACAP)

PART II**[Description of the guide required under Section 51(1)(b) of the Act]**

In terms of section 10 of the Act, a guide on how to exercise rights in terms of the Act will be compiled by the Human Rights Commission by no later than August 2003. The Human Rights Commission may be contacted as follows:

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

PART III**[Notice, if any, required under Section 51(1)(c) of the Act]**

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

PART IV**[Information required under Section 51(1)(d) of the Act]**

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Basic Conditions of Employment Act 75 of 1997
Skills Development Levies Act 97 of 1998
Occupational Health & Safety Act 85 of 1993
Compensation for Occupational Injuries & Diseases Act 130 of 1993
Unemployment Insurance Act 63 of 2001

PART V**[Information required under Section 51(1)(e) of the Act]**

The following subjects and categories of records are held by the Private Body. (Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with sections 62 to 69 of the Act)

Business Administration:

Minutes of meetings / powers of attorney / resolutions / agreements / annual reports / board agendas / statutory returns / internal & external memoranda & correspondence

Movable and Immovable Property:

Lease agreements / hire agreements / hire-purchase agreements / credit sale agreements / ordinary & conditional sale agreements

Intellectual Property:

Trademarks / patents / copyright / design registrations

Insurance:

Insurance policies / insurance claim documentation

Taxation:

Income Tax records / VAT returns / PAYE records / UIF records / RSC levies / capital gains returns

Human Resources:

Policies & procedures / payrolls / employee records / personnel files / agreements / forms & applications / standard letters & notices / benefit arrangements rules & records

Finance:

Financial statements / reports & returns / banking details / bank account records / debtor & creditor statements & invoices

Accounting:

Books of account / vouchers / invoices & statements / fixed asset registers / inventories / statutory returns

Operations:

Policies & procedures / permits / licences / approvals / authorisations / applications / registrations / reports & supporting documentation / contractor, client & supplier agreements & information / security documentation

Marketing:

Newsletters / promotional material / agreements / print & audio-visual material / brochures & advertising material

Safety, Health & Environment:

Safety & health policies, procedures, documents & reports on safety & health incidents

Information Technology:

System documentation & manuals / project, disaster recovery & implementation plans/ computer software, programs & material

Documentation relating to Third Parties:

Records held pertaining to third parties including: personal information / commercial & financial information / information pertaining to contemplated, existing and past litigation / information on agreements / proposals & intellectual & intellectual property of such third parties

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