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No. 24813

## **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**

**INDEX**

<b>Company Name</b>	<b>Gazette No.</b>	<b>Date</b>	<b>Page No.</b>
Maskew Miller Longman Pty Ltd	24813	02-05-2003	6
Organic Wire CC	24813	02-05-2003	3

## ORGANIC WIRE CC

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our web site [www.organicwire.co.za](http://www.organicwire.co.za)  
A copy of the Act may be downloaded from:  
<http://www.polity.org.za/html/govdocs/legislation/2000/index.html>

### THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000.

#### Section 51(1)(a)

Name: Organic Wire CC

Registration No.: CK2000026692/23

Address: 15 York Street, Harfield Village, Claremont, 7708, South Africa

Postal Address: P.O. Box 2828, Clareinch, 7740

Tel: 082 335 7682

Fax: 021 -683 6351

Contact Person: Lawrence Lee Smit

e-mail: [law@organicwire.net](mailto:law@organicwire.net)

website: [www.organicwire.co.za](http://www.organicwire.co.za)

#### Section 51(1)(b)

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of the Act.

The Guide, which is expected to be published by August 2003, will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officer and the SAHRC in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information; and
8. Regulations made in terms of the Act.

Enquiries regarding the Guide should be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission  
Promotion of Access to Information Act Unit  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone: 011 484-8300

Fax: 011 484-0582

Web site: <http://www.sahrc.org.za>

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### **Section 51(1)(c)**

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

#### **Section 51(1)(d)**

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

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

- p) Unemployment Insurance Act No. 30 of 1966
- q) Value – Added Tax Act No. 89 of 1991

### **Section 51(1)(e)**

A list of other information that will be made available on request include the following:

1. internal client lists;
2. insurance agreement; and
3. other commercial, IT, HR and Legal documents.

Various other pieces of information is also available on our website [www.organicwire.co.za](http://www.organicwire.co.za) which can be accessed automatically without filing a request.

**MASKEW MILLER LONGMAN PTY LTD****And its subsidiaries**

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**THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000.**

**Section 51(1)(a)****MASKEW MILLER LONGMAN (PTY) LTD and its subsidiaries:**

**Contact person:** Mr. Cornelios Vamvadelis  
**E mail address:** [Vam@mml.co.za](mailto:Vam@mml.co.za)  
**Telephone number:** 021 531 7750  
**Fax number:** 021 531 6849  
**Street Address:** Cnr. Forest Drive and Logan Way, Pinelands, Western Cape  
**Postal Address:** P.O. Box 396, Cape Town, 8000  
**Telephone number:** 021 531 7750  
**Fax number:** 021 531 6849

**Section 51(1)(b)**

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

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

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#### **Section 51(1)(e)**

##### **Web page:**

*The [www.mml.co.za](http://www.mml.co.za) Web page, accessible to anyone with access to the Internet, has the following categories: -*

- a) About Maskew Miller Longman and its subsidiaries*
- b) Contact information*
- c) Catalogue*
- d) Teaching resources*
- e) New products*
- f) Industry announcements*
- g) Competitions*
- h) Pearson Education South Africa*
- i) Links*

##### **Other**

*The documents / information listed herein below pertain to the day-to-day management of the business of **Maskew Miller Longman (Pty) Ltd and its subsidiaries:***

- (a) Shareholder agreements Not available

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(b)	Various company acquisition agreements	Not available
(c)	Various agency agreements	Not available
(d)	Employment contracts	Not available
(e)	Facilities service provider contracts	Available
(f)	Distribution systems agreements	Available
(g)	Publishing agreements with authors	Not available
(h)	Licensing agreements	Not available
(i)	Premises rental agreements	Available
(j)	Equipment lease / rentals / instalment sales	Available
(k)	Company annual financial statements	Not available
(l)	Statutory returns (VAT, income tax, Company registrar)	Not available
(l)	Tender documents	Not available
(m)	IT license and support agreements	Not available

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