



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 458

Pretoria, 1 August
Augustus 2003

No. 25251

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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MANUAL OF
AIRGAS COMPRESSORS (PROPRIETARY) LIMITED
Registration no. 1985/001571/07
(referred to as “the company”)

Prepared in accordance with section 51 of
The Promotion of Access to Information Act,
No.2 of 2000 (“the ACT”).

INTRODUCTION

Airgas Compressors (Pty) Ltd manufactures and imports the Aerezner Maschinenfabrik GmbH range of Blowers, Compressors, Gas Meters as well as offering after sales service.

CONTACT DETAILS OF INFORMATION OFFICER

All requests pursuant to the Act should be directed to The Company Secretary, Airgas Compressors (Pty) Ltd.

Postal address: P.O. Box 43111
Industria
2042

Physical address: 1175 Domkrag Street
Robertville Extension 1
Roodepoort
Gauteng

Telephone number: 011 474-2193

Facsimile: 011 474-2321

e-mail address: info@airgas.co.za

GUIDE

A guide on the objectives and use of the Act is to be published by the South African Human Rights Commission. The Commission has indicated that the guide will be ready by August 2003.

Please direct any queries to:

The Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: 011 484-8300
Facsimile: 011 484 1360
Website: www.sahrc.org.za
e-mail: PAIA@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are available for inspection in accordance with the following legislation (other than the Act);

ACT

Companies Act 61 of 1973

Labour Relations Act 66 of 1995

Pension Funds Act 24 of 1956

Employment Equity Act 55 of 1998

Basic Conditions of Employment
Act 75 of 1997

Occupational Health and safety
1993

Income Tax Act 58 of 1962

Value Added Tax Act 89 of 1991

Skills Development levies
Act 9 of 1999

Unemployment Insurance Act 63
of 2001

RECORDS

Register of allotments
Register of members
Register of directors
and officers
Register of interests in contracts of
directors and officers

Labour Records

Pension fund Rules
Revenue accounts

Analytical documentation

Employment Records

Accident registers and Act 85 of
investigation records

Statutory Returns

Statutory Returns
Vouchers

Statutory Returns
Development Plans

Statutory Returns
Employment records

An appointment can be made with the Company Secretary to view the records within reasonable company hours. Fair notice needs to be given as certain records are stored at the offices of the administrative authority.

INFORMATION FREELY AVAILABLE

The company has not submitted any notice in terms of section 52(1) of the Act:

The following information is freely available without a request in terms of the Act:

- Marketing brochures
- Environmental Policy
- Health and Safety Policy
- Code of Ethics

Interested parties are requested to make an appointment with the Information Officer although a formal application need not be submitted. Some of the information is also available on the Airgas Compressors website: www.airgas.co.za

RECORDS AVAILABLE ONLY IN TERMS OF THE PROVISIONS OF THE ACT

The Company has the following records, to which the right and manner of access will be provided in accordance with the Act (subject to the restrictions and right of refusal to access provided for in the Act.) Information is presented by subject and categories of each subject held:

Accounting and Finance

- Books of account
- Vouchers
- Invoice and statements
- Fixed asset registers
- Inventories
- Agreements and correspondence
- Banking details and bank account records
- Reports
- Statutory returns
- Policies and procedures

Communications

- Correspondence and memorandums
- Legal proceedings

Company Secretarial Services and Administration

- Agreements
- Annual reports
- Minutes of meetings
- Registers required in terms of companies Act
- Share certificates
- Statutory returns
- Statutory documents such as memoranda, articles of association and certificates of incorporation
- Legal proceedings

Human Resources

- Agreements and contracts of employment
- Policies and procedures
- Employee information: leave, salaries, payroll, bonuses
- Forms and applications
- Industrial council agreements and records
- Benefit schemes: rules and records
- Documents relating to appointments, promotions, dismissals, suspensions, demotions and disciplinary actions
- Returns in respect of skills development levies, UIF etc.
- Employment equity reports
- Training schedules

Information Systems

- System documentation and manuals
- Licenses
- Project, disaster recovery and implementation plans
- Agreements
- Policies and procedures

Insurance

- Insurance policies
- Underwriting documentation
- Claim documentation

Intellectual Property

- Assignments, cession and transfer of trademarks, patents designs and copyright material

Logistics

- Agreements relating to transportation
- Storage, handling, packaging and distribution agreements
- Clearing and forwarding agreements

Maintenance

- Maintenance and inspection schedules and registers
- Preventative maintenance programmes
- Operating procedures

Manufacturing and Production

- Manufacturing and production specifications
- Production statistics
- Documents relating to delivery and receipt of product
- Warehouse and storage records

Marketing

- Promotional material
- Agreements
- Print and audio-visual material
- Brochures and advertising material
- Brand and advertising material

Order Generation and Fulfillments

- Quotations and orders
- Delivery documents
- Supply Agreements

Procurement and Supply Chain Management

- Documents and agreements relating to procurement and supply of commodities and services
- Inspection and stock acceptance documentation

Property rights

- Title deeds, licenses, permits
- Lease agreements
- Installment sale agreements

Research and Development

- Product performance test results

Health and Safety

- Safety, health and environmental audits, inspections and procedures
- Environmental policy
- Safety and health policy
- Documents relating to reporting and investigation of safety, health and environmental incidents

Taxation

- Records and returns pertaining to company tax, STC, PAYE, RSC levies and capital gains.

REQUEST PROCEDURES AND FEES

A request for a document that is not in terms of the Act must be addressed to The Company Secretary in writing together with a request for an appointment to view the documentation.

A request for access to a record in terms of the Act must be made to The Company Secretary as detailed under the contact detail paragraph of this manual. The request must be made using the prescribed form (attached FORM A)

The requester must provide sufficient details on the request form to enable The Company Secretary to identify the record and the requester. The requester should also indicate which format of access is required.

The requester must identify the right that he or she is seeking to exercise or protect and must provide an explanation of why the record is required for the exercise or protection of that right.

If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of The Company Secretary.

Fees payable for the gathering and supply of information were prescribed by the Minister of Justice and Constitutional Development in Government Notice R. 187 dated 15 February 2002. The fee structure prescribed under the Act is available on the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za)

A requester (other than a personal requester) must pay the prescribed fee of R50.00. The requester may make an application to the court against the payment of the request fee.

A requester will be required to pay the prescribed fee before the request is processed.

The Company Secretary will make a decision on the request and will notify the requester in the required form.

In the case of a successful request a further fee must be paid for the searching, reproduction and preparation of the records for disclosure.

REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

In terms of Chapter 4 of the Act, the company must refuse access to information in the following categories, unless specifically provided for in the Act.

- Information relating to the privacy of natural persons. This includes the personal information of deceased persons.
- Information consisting of commercial or confidential information of a third party.
- Information for the protection of the safety of individuals and the protection of property
- Information privileged from production in legal proceedings
- Third party research information

RIGHTS OF APPEAL

A requestor that is dissatisfied with The Company Secretary's decision may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party who is dissatisfied with The Company Secretary's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

AVAILABILITY OF THE MANUAL

This manual is available as follows:

- On the Airgas Compressors (Proprietary) Limited website: www.airgas.co.za
- In hard copy, to be viewed free of charge by appointment during office hours, at the offices of Airgas Compressors (Proprietary) Limited (Company Secretarial Department), 1175 Domkrag Street, Robertville Ext 1, Roodepoort.
- At the offices of the South African Human Rights Commission.
- The manual will be published in the Government Gazette dated 28/02/2003.

FORM A**REQUEST FOR ACCESS TO RECORDS OF AIRGAS COMPRESSORS
(PROPRIETARY) LIMITED**

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

A. PARTICULARS OF AIRGAS COMPRESSORS (PTY) LTD

The Company Secretary

**B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE
RECORD**

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

Full names and
surname: _____

Identity number: _____

Postal address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

Full names and surname:

Identity number: _____

D. PARTICULARS OF RECORD

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

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

2. Reference number, if available:

3. Any further particulars of record:

E. FEES

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

Reason for exemption from payment of fees:

F. FORM OF ACCESS TO RECORD

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

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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

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

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

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

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

<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*	<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)
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*If you requested a copy of transcription of a record (above), do you wish the copy of transcription to be posted to you?

Postage is payable.

Yes **No**

G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

1. Indicate which right is to be exercised or protected:

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

H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

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

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

Signed at _____ this _____ day of _____ 200_____

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

Manual as required by Section 51 of the Promotion of Access to Information Act No 2 of 2000

Every private body specified in the act, including a pension fund as defined in the Pension Funds Act 24 of 1956, must lodge a copy of this manual with the Human Rights Commission.

A. Contact details for the head of the retirement fund

Name of retirement fund	Britos Meat Provident Fund
Name of head of retirement fund	J Da Silva
Registered street address	10 Cilmor Street, Kaymor Industria Stikland, Cape Town
Postal address	P.O. Box 2329 Bellville 7530
Telephone number	021-9488044
Fax number	021-9488047
E-mail address	britos@britos.co.za
Person duly authorized to assist the head of the retirement fund with duties imposed by the act	Charlayne Kleinhans / Michelline Hillier

B. South African Human Rights Commission guide

The Human Rights Commission (HRC) is required to compile a guide to assist people in exercising their rights under the act. This guide will become available by no later than August 2003. For further assistance, contact the HRC on:

Address: Private Bag 2700, Houghton, 2041
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Web site: www.sahrc.org.za

C. Retirement fund records available in terms of the Pension Funds Act 24 of 1956

- (a) Copies of the following records are available on request by a member of the retirement fund after payment of fees, if any, in terms of the rules of the retirement fund:
- The registered rules of the retirement fund, including, if any, amendments to the rules.
 - The last audited revenue account and balance sheet prepared in terms of section 15(1) of the Pension Funds Act.
 - The last valuator report prepared in terms of section 16 of the Pension Funds Act (if applicable).
 - The last statement, if any, and report thereon prepared in terms of section 17 of the Pension Funds Act (if applicable).

- Any scheme which is being carried out by the retirement fund in accordance with the provisions of section 18 of the Pension Funds Act.
- (b) The above records are available for inspection, free of charge, at the registered office of the retirement fund.
- (c) The Registrar of Pension Funds, from the Financial Services Board (FSB), retains the above records and may be approached for a copy at:
Address: 446 Rigel Avenue South, Erasmusrand, Pretoria
Telephone: (012) 428-8000
Web site: www.fsb.co.za

D. Accessing a record held by the retirement fund

- The request must be made to the head of the retirement fund at the above contact details.
- Any request for access to records in terms of the act must be completed on the prescribed form in terms of the act and regulations.
- The requester must provide sufficient detail on the request form to enable the head of the retirement fund to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the request is being made.
- The head of the retirement fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before processing the request. The prescribed fee is in the Regulations.
- The head of the retirement fund will then make a decision in accordance with the provisions of the act, whether to grant the request or not and notify the requester of the decision.
- If the request is granted, a further fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- Legal remedies are available to a requester who believes that there has been a failure to comply with the act. The requester may lodge an appeal or an application to court.
- Before following the above procedure, the requester is encouraged to contact their HR department or the retirement fund trustees who may have the information being sought readily available.

E. Availability of the manual

The retirement fund's manual is available for inspection free of charge at the registered address of the fund. A copy of the manual is also available from the HRC.

F. Description of records held by the retirement fund, where applicable**Claims (including withdrawals, retirements, deaths and disabilities claims)**

- Claim notification forms
- Calculations or computerised statement of claim
- Tax directive (where applicable)
- IT 88 notifications
- Client/broker payment instruction (where applicable)
- Section 37C - disposition of death benefits (where applicable)
- Section 37D - permissible deduction instruction (where applicable)
- Copy of any other court order against benefits
- Copy of cheque/EFT payment reference
- Nomination of beneficiary form (death only)
- Member's dependants and nominees form
- Copy of death certificate (deaths only)
- Medical evidence (where applicable)
- Acceptance/repudiation letter (where applicable)

Membership records

- New entrant notification forms and new entrant certificates
- Retirement benefit contribution records in terms of Regulation 33 and S13A of the Pension Funds Act 24 of 1956
- Installation or renewal data
- Member data change forms
- Statement of member fund values
- Additional benefit calculations
- Member investment choice investment switch forms (where applicable) and investment certificates

Section 14 Transfers/Liquidations

- Member notification communication
- Special report of transferee fund
- Special report of transferor fund
- Certificate by Principal Officer and Trustee
- Description of proposed transfer of business
- Tax directives (where applicable)

Pensioners (where applicable)

- Tax directives (where applicable)
- Commutation of pensions – calculations
- Annuity option forms
- Trustee instruction regarding payments
- Certificate of existence

Disability (if applicable)

- Medical reviews - correspondence (where applicable)
- Certificate of continued disability
- Payment/benefit confirmation
- EFT payment reference

- Letter of suspension/reinstatement from underwriter

Accounting records (whichever documentation is applicable)

- Reports on the progress and financial soundness of the retirement fund
- Reports on the value of the assets and growth achieved by the retirement fund
- Monthly statements of the value of managed funds
- Annual statements of the fund account which show bonuses earned by the retirement fund
- Schedules detailing each employee's share of the retirement fund assets
- Opening and maintaining appropriate bank accounts (where applicable)
- Maintaining records of accounts and registers for the retirement fund in accordance with the act
- Compiling and submitting all schedules and information necessary to enable the auditors to prepare the annual financial statements in the format required by the act
- Preparing or procuring the preparation of the annual tax returns for the retirement fund

Miscellaneous

- Copies of signed rules and amendments to the rules, and policies relating to risk benefits and investments
- Authorised signatories document
- Confirmation of registration and tax approval from the relevant statutory authorities
- Minute books
- Trustees registers
- Membership booklets, where applicable
- Documentation relating to the annual rate review of retirement fund
- Periodic actuarial valuations of the retirement fund
- Mandates or policies of insurance depending on the nature of the investment
- Quarterly/annual outstanding claims report
- Copies of communication sent to members of the retirement fund, such as member benefit statements
- Copy of administration or service level agreement between retirement fund and fund administrator and any other service provider
- Correspondence to the trustees/members/beneficiaries/pensioners on retirement fund matters
- Statutory valuation reports, where applicable
- Copies of Pension Funds Adjudicator complaints lodged
- Certain Adjudicator, SARS and FSB communication relating to the retirement fund
- Copy of investment strategy
- Copy of fidelity and professional indemnity policy (where applicable)
- Housing loan documents (where applicable), including any suretyship granted to a bank
- The preparation and submission of all reports required by the Registrar of Pension Funds.

EXCELCOM CC

("EXCELCOM")

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

("THE ACT")

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1. INTRODUCTION:

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

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

Any requester is advised to contact **MRS. C DE BRUIN** should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from EXCELCOM.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean together with all annexure thereto as available at the offices of EXCELCOM from time to time;
"Excelcom"	shall mean an independent Close Corporation with main business as follows: The supply and installation of the following systems, process control, Management systems, digital radio communication systems, as well as the development of software protocols;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	the members of EXCELCOM has appointed MRS. C DE BRUIN as the Information Officer of EXCELCOM, to which requests for information in terms of the Act, should be addressed.

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

Name of body : EXCELCOM CC
 Registration number : CK 2000/049335/23
 Members of body : G P BEZUIDENHOUT / A SEENIVASSEN
 Appointed Information Officer : MRS. C DE BRUIN
 Physical Address : 31 KERSIEBOOM CRESCENT, ZWARTKOP X 4,
 CENTURION, 0157
 Postal Address : P O BOX 7170, CENTURION, 0046
 Telephone number : (012) 663 4331/4
 Fax number : (012) 663 4335
 E-mail address : gbez@sse.co.za / tdebruin@sse.co.za
 Website address : www.sse.co.za

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

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

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

PAIA Unit	Telephone number :	+27 11 484 8300
The Research and Documentation Department	Fax number :	+27 11 484 0582/1360
Private Bag x 2700	Website :	www.sahrc.org.za
HOUGHTON	E-mail address :	PAIA@sahrc.org.za
2041		

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

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

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

- Basic conditions of Employment Act, Act nr. 75 of 1997;
- Close Corporation Act, Act nr. 69 of 1984;
- Occupational Health and Safety Act, Act nr. 85 of 1993;
- Manpower Training Act, Act nr. 56 of 1981;
- Labour Relations Act, Act nr. 66 of 1995;
- Employment Equity Act, Act nr. 55 of 1998.

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

6. **DOCUMENTS/INFORMATION BY EXCELCOM IN TERMS OF THE ACT (Section 51 (1)(e) of the Act):**

EXCELCOM holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interest of EXCELCOM;
- Commercial Contracts;
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients);
- Standard Employment Contracts;
- Employment Equity Report;
- Skills Development Report;
- EXCELCOM Personnel Report;
- Human Resources (personal information of past, present and prospective employees and partners/directors);
- Insurance Policies;
- Accounts, Invoices, trail balances;

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by EXCELCOM is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

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

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

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

- 8.1 This manual is available for inspection at the offices of EXCELCOM, free of charge;
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of EXCELCOM;
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structures can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

SPECIALIST SYSTEM ENGINEERING CC

("SPECIALIST SYSTEM ENGINEERING")

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

("THE ACT")

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1. INTRODUCTION:

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information/documents from **SPECIALIST SYSTEM ENGINEERING** as contemplated in terms of the Act.

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

Any requester is advised to contact **MRS. C DE BRUIN** should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from **SPECIALIST SYSTEM ENGINEERING**.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean together with all annexure thereto as available at the offices of SPECIALIST SYSTEM ENGINEERING from time to time;
"Specialist System Engineering"	shall mean an independent Close Corporation with main business as follows: The supply and installation of the following systems, Telemetry Systems, Configure Scada Systems, Process Control, Management Systems, Digital Radio Communication Systems, as well as the development of software protocols;
"SAHRC"	shall mean the South African Human Rights Commission;

“Information Officer”

the members have appointed MRS. C DE BRUIN as the Information Officer, of SPECIALIST SYSTEM ENGINEERING to which requests for information in terms of the Act, should be addressed.

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

Name of body	:	SPECIALIST SYSTEM ENGINEERING CC
Registration number	:	CK 96/30350/23
Members of body	:	G P BEZUIDENHOUT / T R JORDAAN / A DE SMIT
Appointed Information Officer	:	MRS. C DE BRUIN
Physical Address	:	31 KERSIEBOOM CRESCENT, ZWARTKOP X 4, CENTURION, 0157
Postal Address	:	P O BOX 7170, CENTURION, 0046
Telephone number	:	(012) 663 4331/4
Fax number	:	(012) 663 4335
E-mail address	:	gbez@sse.co.za / tdebruin@sse.co.za
Website address	:	www.sse.co.za

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

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

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

PAIA Unit	Telephone number :	+27 11 484 8300
The Research and Documentation Department	Fax number :	+27 11 484 0582/1360
Private Bag x 2700	Website :	www.sahrc.org.za
HOUGHTON	E-mail address :	PAIA@sahrc.org.za
2041		

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

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

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

- Basic conditions of Employment Act, Act nr. 75 of 1997;
- Close Corporation Act, Act nr. 69 of 1984;
- Occupational Health and Safety Act, Act nr. 85 of 1993;
- Manpower Training Act, Act nr. 56 of 1981;

- Labour Relations Act, Act nr. 66 of 1995;
- Employment Equity Act, Act nr. 55 of 1998.

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

6. DOCUMENTS/INFORMATION BY SPECIALIST SYSTEM ENGINEERING IN TERMS OF THE ACT (Section 51 (1)(e) of the Act):

SPECIALIST SYSTEM ENGINEERING holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interest of **SPECIALIST SYSTEM ENGINEERING**;
- Commercial Contracts;
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients);
- Standard Employment Contracts;
- Employment Equity Report;
- Skills Development Report;
- **SPECIALIST SYSTEM ENGINEERING** Personnel Report;
- Human Resources (personal information of past, present and prospective employees and partners/directors);
- Insurance Policies;
- Accounts, Invoices, trail balances;

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by **SPECIALIST SYSTEM ENGINEERING** is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

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

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

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

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

- 8.1 This manual is available for inspection at the offices of **SPECIALIST SYSTEM ENGINEERING**, free of charge;
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of **SPECIALIST SYSTEM ENGINEERING**;
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structures can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

IMPROCARE NINETEEN CC

("IMPROCARE NINETEEN")

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

("THE ACT")

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1. INTRODUCTION:

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information/documents from **IMPROCARE NINETEEN** as contemplated in terms of the Act.

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

Any requester is advised to contact **MRS. C DE BRUIN** should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from **IMPROCARE NINETEEN**.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean together with all annexure thereto as available at the offices of IMPROCARE NINETEEN from time to time;
"Improcare Nineteen"	shall mean an independent Close Corporation with main business as follows: The manufacturing and selling of HF and UHF Antennas. Also the reselling of connectors, cables etc.
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	the sole member has appointed MRS. C DE BRUIN as the Information Officer of IMPROCARE NINETEEN , to which requests for information in terms of the Act, should be addressed.

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

Name of body : IMPROCARE NINETEEN CC
 Registration number : CK 97/10954/23
 Head of body : G P BEZUIDENHOUT
 Appointed Information Officer : MRS. D DE BRUIN
 Physical Address : 31 KERSIEBOOM STREET, ZWARTKOP X 4, CENTURION
 Postal Address : P O BOX 7170, CENTURION, 0046
 Telephone number : (012) 663 4331/4
 Fax number : (012) 663 4335
 E-mail address : tdebruin@sse.co.za / gbez@sse.co.za
 Website address : www.sse.co.za

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- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients);
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LOGIPROC (PTY) LTD

Section 51 Manual

LOGIPROC (PTY) LTD

Registration Number 1999/003119/07

Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000**Introduction**

Logiproc (Pty) Ltd is a private company providing a range of Process Engineering Design, Project Management, Plant Commissioning and Process Engineering Consulting services to clients, situated in Lonehill, Sandton, Gauteng, RSA.

Section 51(1)(a)

Street address: 2nd Floor, Lonehill Office Park, Lonehill, Sandton
Postal address: PO Box 725, Lonehill, 2062
Telephone: +27 [0]11 465 2216
Facsimile: +27 [0]11 465 2248
Electronic mail: richardb@logiproc.co.za

Section 51(1)(b)

The manual contemplated in terms of section 10 of the Promotion of Access to Information Act ("the Act") has not been published.

Section 51(1)(c)

No notice has been published in terms of section 52(2) of the Act.

Section 51(1)(d)

Basic Conditions of Employment No. 75 of 1997
Companies Act No. 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Copyright Act No. 98 of 1978
Credit Agreements Act No. 75 of 1980
Currency and Exchanges Act No. 9 of 1933
Finance Act No. 35 of 2000
Financial Services Board Act No. 97 of 1990
Financial Relations Act No. 65 of 1976
Income Tax Act No. 95 of 1967
Intellectual Property Laws Amendments Act No. 38 of 1997
Labour Relations Act No. 66 of 1995
Long Term Insurance Act No. 52 of 1998
Medical Schemes Act No. 131 of 1998
Occupational Health & Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956
Short Term Insurance Act No. 53 of 1998
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Stamp Duties Act No. 77 of 1968
Trade Marks Act No. 194 of 1993
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Usury Act No 73 of 1968

Value Added Tax Act No. 89 of 1991

Section 51(1)(e)

Classification of records:

Operations	Human Resources	Finances
<ul style="list-style-type: none">▪ Client details▪ Client files and matter details▪ Minutes of meetings▪ Contracts with external parties	<ul style="list-style-type: none">▪ Company policy documents▪ Employment contracts	<ul style="list-style-type: none">▪ Financial statements▪ Assets inventory

Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body, set out above [s 53(1) of the Act].

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c) of the Act].

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d) of the Act].

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f) of the Act].

Fees:

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

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1) of the Act].

After the head of the private body has made a decision on the request, the requester must be notified in the required form.

If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6) of the Act].

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737
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