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No. 25754

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

Company Name	Gazette No.	Date	Page No.
Spit Braai King CC	25754	28-11-2003	3

Spit Braai King CC

Registration Number CK99/35695/23

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

Spit Braai King Cc is a closed corporation providing a range of advisory services to clients, situated in Cape Town, Western Province, RSA.

Section 51(1)(a)

Street address: 2 Haumann Street Somerset-West 7130
 Postal address: 2 Haumann Street Somerset-West 7130
 Telephone: +27 [0]021 8523555
 Facsimile: +27 [0]021 8521612
 Electronic mail: n/a

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].

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