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MANUAL

IN ACCORDANCE WITH

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



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MANUAL for CSWS Properties (PTY) Ltd
Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT No 2 of 2000
(hereinafter referred to as "the Act")

Introduction

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

PART 1 COMPANY AND CONTACT DETAILS**Name of Company**

CSWS Properties (PTY) Ltd

Nature of Business

Industrial and residential property ownership and letting

Directors

Mr. Walter Gruber

Mrs. Claudette Gruber

Postal Address

P.O. Box 14591

Wadeville

1422

Street Address

Stand 116

Shad Road

Wadeville ext. 2

Germiston

Telephone Number

(011) 824 4661 / 2

Telefax Number

(011) 827 3121

Email Address

plastjw@cybertrade.co.za

Information Officer

Mrs Claudette Gruber

NOTE: Public information on the company is available at the head office

PART 2 GUIDE TO THE MANUAL AND ITS ACCESS.

At the time of the preparation of this Manual, the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any enquires relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360. Further information may be accessed from the web site www.sahrc.org.za

PART 3 RECORDS.

Records available in terms of Section 52(2) of the Act (records available without a person having to request access).

Not applicable.

Records that are held in the Company's Head Office.**1. Personnel Records**

1.1 As provided by employees

1.2 Employee related contractual records

2. Records relating to customers**3. Records relating to CSWS Properties (PTY) Ltd**

3.1 Financial and Income Tax

3.2 Statutory records that at present include the following:

- Basic Conditions of Employment Act No. 75 of 1997 (in various languages)

- Occupational Health and Safety Act no. 85 of 1993

PART 4 INFORMATION REQUEST PROCEDURE.

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the Information officer of CSWS Properties. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/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 the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the head of CSWS Properties PTY Ltd must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of CSWS Properties PTY Ltd must refuse a request for access to a record of the cc if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of CSWS Properties PTY Ltd. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by CSWS Properties PTY Ltd. Access to such records will require the written permission of the third party concerned before CSWS Properties PTY Ltd cc will permit access to view.

In accordance with the above mandatory refusal grounds, the member will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

PART 5 MANUAL AVAILABILITY

In addition to the availability of this Manual at the South African Human Rights Commission, copies may also be obtained from the Information Officer of CSWS Properties (PTY) Ltd

In respect of hard copies, any transmission costs/postage will be for the account of the requester.

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