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No. 24536

MANUAL

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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Promotion of Access to Information Manual
Private Body

**TORCHSIGN
(PROPRIETARY) LIMITED**

Registration No. 1973/010980/07

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A. Company contact details

Address:

6 St Andrews Road
Parktown
2193

P O Box 61631
Marshalltown
2107

Contact details:

Tel: (011) 274 2000

Fax: (011) 274 2001

(011) 642 6010

Information officer:

Patrick Wood (Managing Director) who has delegated his powers to Jason Simon Hobday (Legal Adviser) whom for the purposes of this manual will be called the Information Officer.

hobdayj@eason.co.za

B. Guide on how to use the Act

1. The guide will be available from the Human Rights Commission by no later than August 2003. Queries could be directed to:

The South African Human Rights Commission (SAHRC):
Promotion of Access to Information Act (PAIA) Unit
The Research and Documentation Department

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

2. Section 51(1) (c) is not applicable.
3. No notice in terms of Section 52(2) has been made.

C. Company information

- a) The granting of access to certain records in respect of categories listed below may be made available in terms of other Legislation.
- b) The granting of access to certain records requested by a requester does not automatically entitle that requester access thereto as certain grounds for refusal are available as set out in the PAIA.

1. Incorporation documents

May be made available in terms of the Companies Act

- 1.1 Memorandum of association
- 1.2 Articles of association

2. Constitution of company

Records under section 2.1, 2.2, & 2.3 may be made available in terms of the Companies Act

- 2.1 Company statutory register
- 2.2 Register of directors, officers and auditors
- 2.3 Share register
- 2.4 Minute book
- 2.5 Agreements

3. Finance and taxation

- 3.1 Accounting records

Certain records under section 3.2 may be made available in terms of the Income Tax Act unless disclosure is likely to cause harm to the commercial or financial interest of the company

- 3.2 Tax returns

4. Insurance

- 4.1 General

5. Immovable property

- 5.1 Land
 - 5.1.1 Title deeds (available from Deeds Office)
 - 5.1.2 General

6. General**6.1 General****6.3 Banking Details**

D Access to information of private body

1. The company does not have a website. However, the manual will be available at the company's address as stated in section A of this document. Also available from the SAHRC and the Government Gazette.
 2. Request for Access of Information to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of the Regulations as published in the Government Gazette, attached. Request to be addressed to Information's Officer stated in section A of this document
 3. The requester must identify the right that is sought to be exercised or to be protected and provide explanation of why the record is being requested.
 4. Request on behalf of a 3rd party by a requester, must provide proof of capacity in which request is made.
 5. Fees
 - 5.1 Fees for reproductions in terms of section 52(3) of the Act are as published in the Government Gazette no. 23119, dated 15 February 2002.
 - 5.2 The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
 - 5.3 The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act is as published in the Government Gazette no. 23119, dated 15 February 2002.
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