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MANUALS

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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INTRODUCTION TO THE M.C.W. TRUST – IT 9809/99

A. THE M.C.W. TRUST – IT 9809/99 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

TELEPHONE: (012) 346-3631

FAX: (012) 346-1983

E-MAIL: tgvn@mwweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Rudolph Daniel Biela

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE MCW TRUST – IT 9809/99**

- (i) THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) RECORDS THAT MAY BE REQUESTED: -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) THE REQUEST PROCEDURE: -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE M.C.W. TRUST – IT 9809/99. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE M.C.W. TRUST – IT 9809/99.
THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE 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.
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.
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 TRUSTEE OF THE M.C.W. TRUST – IT 9809/99.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE M.C.W. TRUST – IT 9809/99, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE MMUTLA LIVING TRUST – IT 2335/98

A. THE MMUTLA LIVING TRUST – IT 2335/98 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

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FAX: (012) 346-1983

E-MAIL: tgvn@mweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Johannes Petrus Pretorius, Lynette Elizabeth Pretorius

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE MMTULA LIVING TRUST – IT 2335/98**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -**
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED: -**
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE: -**
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE MMUTLA LIVING TRUST – IT 2335/98. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE MMUTLA LIVING TRUST – IT 2335/98. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE 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.
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.
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 TRUSTEE OF THE MMUTLA LIVING TRUST – IT 2335/98.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE MMUTLA LIVING TRUST – IT 2335/98, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE RINA JONK TRUST – IT 9879/97

A. THE RINA JONK TRUST – IT 9879/97 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

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E-MAIL: tgvn@mweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Johanna Catharina Guldenpfennig

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE RINA JONK TRUST – IT 9879/97**

(i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT:** -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.

(ii) **RECORDS THAT MAY BE REQUESTED:** -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.

(iii) **THE REQUEST PROCEDURE:** -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE RINA JONK TRUST – IT 9879/97. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE RINA JONK TRUST – IT 9879/97. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE 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.
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.
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 TRUSTEE OF THE RINA JONK TRUST – IT 9879/97.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE RINA JONK TRUST – IT 9879/97, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE R.F. HARMSE TRUST – IT 228/91

A. THE R.F. HARMSE TRUST – IT 228/91 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

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FAX: (012) 346-1983

E-MAIL: tgyn@nwweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Edward Hoffman, Denise Christine Hoffman

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE RF HARMSE TRUST – IT 228/91**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -**
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED: -**
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE: -**
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE R.F. HARMSE TRUST – IT 228/91. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE R.F. HARMSE TRUST – IT 228/91. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE 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.
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.
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 TRUSTEE OF THE R.F. HARMSE TRUST – IT 228/91.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE R.F. HARMSE TRUST – IT 228/91, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE TOAD HALL TRUST – IT 8015/98

A. THE TOAD HALL TRUST – IT 8015/98 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
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FAX: (012) 346-1983

E-MAIL: tgyn@nwweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Bridget Margaret Hall

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE TOAD HALL TRUST – IT 8015/98**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT:**
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED:**
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE:**
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE TOAD HALL TRUST – IT 8015/98. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE TOAD HALL TRUST – IT 8015/98. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE 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.
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.
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 TRUSTEE OF THE TOAD HALL TRUST – IT 8015/98.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE TOAD HALL TRUST – IT 8015/98, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE TONY AND MAY KARAM TRUST – IT 4085/00

A. THE TONY AND MAY KARAM TRUST – IT 4085/00 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

TELEPHONE: (012) 346-3631

FAX: (012) 346-1983

E-MAIL: tgvn@rnweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Tony George Karam

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE TONY AND MAY KARAM TRUST – IT 4085/00**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT:** -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED:** -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE:** -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE TONY AND MAY KARAM TRUST – IT 4085/00. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE TONY AND MAY KARAM TRUST – IT 4085/00.
THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE 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.
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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 TRUSTEE OF THE TONY AND MAY KARAM TRUST – IT 4085/00.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE TONY AND MAY KARAM TRUST – IT 4085/00, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE VANFAM TRUST – IT 5430/96

A. THE VANFAM TRUST – IT 5430/96 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

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E-MAIL: tgyn@mmweb.co.za

TRUSTEES: Trevor Graham van Niekerk, Sandra Marion van Niekerk

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE VANFAM TRUST – IT 5430/96**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT:** -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED:** -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE:** -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE VANFAM TRUST – IT 5430/96. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE VANFAM TRUST – IT 5430/96. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE 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.
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.
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 TRUSTEE OF THE VANFAM TRUST – IT 5430/96.

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE VANFAM TRUST – IT 5430/96, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE M VAN NIEKERK TRUST – IT 2820/96

A. THE M VAN NIEKERK TRUST – IT 2820/96 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)

PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181

POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027

TELEPHONE: (012) 346-3631

FAX: (012) 346-1983

E-MAIL: tgvn@mweb.co.za

TRUSTEES: Trevor Graham van Niekerk, David van Niekerk

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE M VAN NIEKERK TRUST – IT 2820/96**

- (i) **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -**
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) **RECORDS THAT MAY BE REQUESTED: -**
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) **THE REQUEST PROCEDURE: -**
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE M VAN NIEKERK TRUST – IT 2820/96. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE M VAN NIEKERK TRUST – IT 2820/96. THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE 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.
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.
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 TRUSTEE OF THE M VAN NIEKERK TRUST – IT 2820/96

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE M VAN NIEKERK TRUST – IT 2820/96, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

INTRODUCTION TO THE TRINETTE EVERT FAMILY LIVING TRUST – IT 2968/98

- A. THE TRINETTE EVERT FAMILY LIVING TRUST – IT 2968/98 IS AN INVESTMENT TRUST WITH NO EMPLOYEES.

B. **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

1. CONTACT DETAILS: Trevor Graham van Niekerk
B. Comm. AGA (S.A.) CA/GR (S.A.)
- PHYSICAL ADDRESS: 334 Tram Street, New Muckleneuk, Pretoria, 0181
- POSTAL ADDRESS: P.O. Box 2025, Groenkloof, Pretoria, 0027
- TELEPHONE: (012) 346-3631
- FAX: (012) 346-1983
- E-MAIL: tgvn@rmweb.co.za
- TRUSTEES: Trevor Graham van Niekerk, Trinette Jeanne Evert, John Burnet Evert,
Michelle Dulcie Evert

2. **THE SECTION 10 GUIDE ON HOW TO USE THE ACT**

THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION BY NOT LATER THAN AUGUST 2003. PLEASE DIRECT ANY ENQUIRIES TO THE SAHRC AT TEL NO +27 11 484 – 8300.

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

1. INCOME TAX ACT NO 95 OF 1967
2. TRUST PROPERTY CONTROL ACT, NO 57 OF 1988

4. **ACCESS TO INFORMATION HELD BY THE TRINETTE EVERT FAMILY LIVING TRUST – IT 2968/98**

- (i) THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT: -
- THERE ARE NO RECORDS, WHICH CAN BE ACCESSED WITHOUT A REQUEST FOR ACCESS IN TERMS OF THIS ACT.
- (ii) RECORDS THAT MAY BE REQUESTED: -
THIS INFORMATION CAN BE DEFINED AS INFORMATION NEEDED IN THE DAY-TO-DAY RUNNING OF THE TRUST AND IS GENERALLY OF LITTLE OR NO USE TO PERSONS OUTSIDE THE TRUST.
- (iii) THE REQUEST PROCEDURE: -
THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD. THIS MUST BE MADE TO THE TRUSTEES OF THE TRINETTE EVERT FAMILY LIVING TRUST – IT 2968/98. THIS REQUEST MUST BE MADE TO THE ADDRESS OF THE TRINETTE EVERT FAMILY LIVING TRUST – IT 2968/98.
THE REQUESTER MUST PROVIDE SUFFICIENT DETAIL ON THE REQUEST FORM TO ENABLE THE TRUSTEE 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.
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.
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 TRUSTEE OF THE TRINETTE EVERT FAMILY LIVING TRUST – IT 2968/98

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD.

6. **AVAILABILITY OF THE MANUAL**

THE MANUAL WILL BE AVAILABLE FOR INSPECTION AT THE PREMISES OF THE TRINETTE EVERT FAMILY LIVING TRUST – IT 2968/98, FREE OF CHARGE. COPIES OF THE MANUAL IS AVAILABLE AT THE SAHRC AND IN THE GOVERNMENT GAZETTE.

WORLD OF TENNIS CC (PRIVATE BODY)

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL

A. INTRODUCTION TO WORLD OF TENNIS CC

WORLD OF TENNIS CC Reg. No.: 1996/054787/23 professional tennis coaching.

OWNER

David Allan Karam

B. PARTICULARS IN TERMS OF SECTION 51 MANUAL

1. CONTACT DETAILS – [Section 51(1)(a)]

Information Officer
David Allan Karam

Deputy Information Officer

GENERAL INFORMATION

Postal Address: P.O. Box 2025
Groenkloof, 0027
Telephone: 012 – 3463631
E-mail: tgvn@mweb.co.za

Address: 334 Tram Street, New Muckleneuk
Pretoria, 0181
Fax: 012 - 3461983

2. THE SECTION 10 GUIDE ON HOW TO SE THE ACT [Section 51(1)(b)]

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

12. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

Labour Relations Act 66 of 1993
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 95 of 1967
Unemployment Insurance Act 30 of 1996
Value Added Tax Act 89 of 1991
Close Corporation Act No. 62 of 1984

4. ACCESS TO RECORD HELD BY WORLD OF TENNIS CC [Section 51(1) (c) and 51(1)(e)]

(i) Voluntary Disclosure

Information for WORLD OF TENNIS CC in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) Records that may be requested [Section 51(1)(e)]

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4

(iii) Request Procedures

Form of request:

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of WORLD OF TENNIS CC. This request must be made to the address, fax number or electronic mail address of WORLD OF TENNIS CC. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the WORLD OF TENNIS CC to identify the record and the requestor. The requestor should also indicate which form of access is required. The requestor should also indicate if any other manner is to be used to inform the requestor and state the necessary particulars to be so informed [Section 53 (2)(a) and (b) and (c)].
- The requestor 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 [Section 53(2)(d)].
- If a request is made on behalf of a another person, the requestor must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the head of WORLD OF TENNIS CC[Section 53 (2)(f)].

5. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. AVAILABILITY OF THE MANUAL [Section 51 (3)]

Regulation – Section 51 (3) of the Act prescribes that the manual of WORLD OF TENNIS CC must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of WORLD OF TENNIS CC[Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely David Allan Karam.

HOME INSPECTION REPAIR SERVICES CC (PRIVATE BODY)

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL (THE ACT) SECTION 51 MANUAL

A. INTRODUCTION TO HOME INSPECTION REPAIR SERVICES CC

HOME INSPECTION REPAIR SERVICES CC Reg. No.: 1988/007237/23 dealing in the purchase, repair and resale of cracked buildings.

OWNER

Aideen Jessica Pidgeon

B. PARTICULARS IN TERMS OF SECTION 51 MANUAL

1. CONTACT DETAILS – [Section 51(1)(a)]

Information Officer
Aideen Jessica Pidgeon

Deputy Information Officer
John Terry Pidgeon

GENERAL INFORMATION

Postal Address: P.O. Box 95011
Waterkloof, 0145
Telephone: 012 – 8001144
E-mail: waffraft@intekom.co.za

Address: 25 Bradley Street
East Lynne, 0181
Fax: 012 – 8003888

2. THE SECTION 10 GUIDE ON HOW TO SE THE ACT [Section 51(1)(b)]

The guide will be available from South African Human Rights Commission by not later than August 2003, direct any enquiries to the SAHRC at Tel No: 011-4848300 or e-mail: www.sahrc.org.za

11. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

Labour Relations Act 66 of 1993
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 95 of 1967
Unemployment Insurance Act 30 of 1996
Value Added Tax Act 89 of 1991
Close Corporation Act No. 62 of 1984

4. ACCESS TO RECORD HELD BY HOME INSPECTION REPAIR SERVICES CC [Section 51(1) (c) and 51(1)(e)]

(i) Voluntary Disclosure

Information for HOME INSPECTION REPAIR SERVICES CC in terms of Section 52/2 was not available at time of Publications of this manual.

(ii) Records that may be requested [Section 51(1)(e)]

the following records can be requested following the procedure as set out in point (iii).

1. Employment Records + other related policies
2. Policies on staff recruitment and other staff related policies

What Records may be refused

PAIA provides for a number of categories of information that may not be disclosed when a request for access to information is received. The Principal Officer must in such instances refuse Access:
Refer the PAIA Act, Chapter 4

(iii) Request Procedures

Form of request:

- The requestor must use the prescribed form to make the request for access to a record. This must be made to head of HOME INSPECTION REPAIR SERVICES CC. This request must be made to the address, fax number or electronic mail address of HOME INSPECTION REPAIR SERVICES CC. [Section 53(1)].
- The requestor must provide sufficient detail on the request form to enable the head of the HOME INSPECTION REPAIR SERVICES CC 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 [Section 53 (2)(a) and (b) and (c)].
- 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 [Section 53(2)(d)].
- If a request is made on behalf of a 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 HOME INSPECTION REPAIR SERVICES CC [Section 53 (2)(f)].

5. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51 (1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. AVAILABILITY OF THE MANUAL [Section 51 (3)]

Regulation – Section 51 (3) of the Act prescribes that the manual of HOME INSPECTION REPAIR SERVICES CC must be made available in the following manner, at:

- The offices of the South African Human Rights Commission
- The Government Printers to be printed in the Government Gazette
- The manual is available for Public Inspection, during office hours and on request at the offices of HOME INSPECTION REPAIR SERVICES CC [Section 51 (1)(a)] of the manual, from the Head / Information Officer, namely Aideen Jessica Pidgeon.

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000 ("THE ACT")
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1. INTRODUCTION

- 1.1 The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from HUMANSOFT ("HMS") as contemplated in terms of the Act.
- 1.2 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.
- 1.3 Any requestor is advised to contact Linda Human should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of document/information from HMS.
- 1.4 The following words will bear the following meanings in this manner:
 - 1.4.1 "The Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
 - 1.4.2 "the/this manual" shall mean this manual, together with all annexures thereto as available at the offices of HMS from time to time;
 - 1.4.3 "HMS" shall mean HUMANSOFT.
 - 1.4.4 "SAHRC" shall mean the South African Human Rights Commission;
 - 1.4.5 "Information Officer". The senior partner of HMS has been appointed as the Information Officer of HMS, 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: Humansoft
 Appointed information officer: Charl Human
 Address: 442 Queens Crescent, Lynnwood
 Postal address: P O Box 72601, LYNNWOODRIDGE 0040
 Telephone: (+27) (12) 3482128 Fax: (+27) (12) 3611044
 Electronic mail: comcaps@telkomsa.net

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

3.1 Section 10 of the Act

In terms of section 10 of the Act, a guide will be compiled by the SAHRC 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 by the SAHRC by no later than August 2003.

3.2 **Contact details of the South African Human Rights Commission**

PAIA Unit The Research and Documentation Department Private Bag X2700
HOUGHTON 2041 Telephone: (+27) (11) 484 8300 Fax: (+27) (11) 484 0582
Website: www.sahrc.org.za Electronic mail: PAIA@sahrc.org.za

4. **NOTICE 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)

HMS keeps information/documents in accordance with the following legislation (this is not an exhaustive list):

- 5.1 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
- 5.2 Unemployment Insurance Act, Act No 30 of 1966 (Section 32);
- 5.3 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);
- 5.4 Insolvency Act, Act No 24 of 1936 (Sections 134 and 155);
- 5.6 Skills Development Act, Act No 97 of 1998;
- 5.7 Companies Act, Act No 61 of 1973;
- 5.8 Copyright Act, Act No 98 of 1978;
- 5.9 Regional Services Council Act, No 109 of 1985;
- 5.10 Labour Relations Act, No 66 of 1995.

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

HMS holds the information/documents listed herein below:

- 6.1 Details relating to the operational, commercial and financial interests of HMS;
- 6.2 Commercial contracts;
- 6.3 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);
- 6.4 Standard employment contracts;
- 6.5 Human resources (personal information of past, present and prospective employees and partners);
- 6.6 Employment equity report;
- 6.7 Insurance policies;
- 6.8 Skills development report.

It is recorded that any and all documents/information 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 HMS 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 HMS, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of HMS.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za - under "Regulations").

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1. INTRODUCTION

- 1.1 The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from COBUS SCHOEMAN ARCHITECTS CC("CSA") as contemplated in terms of the Act.
- 1.2 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.
- 1.3 Any requestor is advised to contact Cobus Schoeman should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of document/information from CSA.
- 1.4 The following words will bear the following meanings in this manner:
 - 1.4.1 "The Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
 - 1.4.2 "the/this manual" shall mean this manual, together with all annexures thereto as available at the offices of CSA from time to time;
 - 1.4.3 "CSA" shall mean COBUS SCHOEMAN ARCHITECTS CC.
 - 1.4.4 "SAHRC" shall mean the South African Human Rights Commission;
 - 1.4.5 "Information Officer". The senior partner of CSA has been appointed as the Information Officer of CSA, 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: Cobus Schoeman Architects CC.
Appointed information officer: JCB Schoeman
Address: 224 ROSALINDSTREET, MURRAYFIELD 0184
Postal address: P O Box 72259, LYNNWOODRIDGE 0040
Telephone: (+27) (12)803 4464 Fax:(+27) (12) 803 2747
Electronic mail: csarch@worldonline.co.za

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

3.1 Section 10 of the Act

In terms of section 10 of the Act, a guide will be compiled by the SAHRC 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 by the SAHRC by no later than August 2003.

- 3.2 **Contact details of the South African Human Rights Commission**
 PAIA Unit The Research and Documentation Department Private Bag X2700
 HOUGHTON 2041 Telephone: (+27) (11) 484 8300 Fax: (+27) (11) 484 0582
 Website: www.sahrc.org.za Electronic mail: PAIA@sahrc.org.za
4. **NOTICE 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)
 CSA keeps information/documents in accordance with the following legislation
 (this is not an exhaustive list):

- 5.1 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
- 5.2 Unemployment Insurance Act, Act No 30 of 1966 (Section 32);
- 5.3 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);
- 5.4 Insolvency Act, Act No 24 of 1936 (Sections 134 and 155);
- 5.6 Skills Development Act, Act No 97 of 1998;
- 5.7 Companies Act, Act No 61 of 1973;
- 5.8 Copyright Act, Act No 98 of 1978;
- 5.9 Regional Services Council Act, No 109 of 1985;
- 5.10 Labour Relations Act, No 66 of 1995.

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

CSA holds the information/documents listed hereinbelow:

- 6.1 Details relating to the operational, commercial and financial interests of CSA;
- 6.2 Commercial contracts;
- 6.3 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);
- 6.4 Standard employment contracts;
- 6.5 Human resources (personal information of past, present and prospective employees and partners);
- 6.6 Employment equity report;
- 6.7 Insurance policies;
- 6.8 Skills development report.

It is recorded that any and all documents/information 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 CSA 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 CSA, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of CSA.

8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za - under "Regulations").

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
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 1.	 <u>INTRODUCTION</u>	
1.1	The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from Maree Theunissen Attorneys ("MT") as contemplated in terms of the Act.	
1.2	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.	
1.3	Any requestor is advised to contact Johann Grosskopf should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of document/information from MT.	
1.4	The following words will bear the following meanings in this manner:	
1.4.1	"The Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;	
1.4.2	"the/this manual" shall mean this manual, together with all annexures thereto as available at the offices of MT from time to time;	
1.4.3	"MT" shall mean Maree Theunissen Attorneys	
1.4.4	"SAHRC" shall mean the South African Human Rights Commission;	
1.4.5	"Information Officer". The senior partner of MT has been appointed as the Information Officer of MT, to which requests for information in terms of the Act should be addressed.	
 2.	 <u>CONTACT DETAILS (Section 51(1)(a) of the Act)</u>	
	Name of body: Maree Theunissen Attorneys	
	Partner and appointed information officer: Johann Wilhelm Grosskopf	
	Address: Suite 202 Duncan Manor 150 Brooks Street Brooklyn PRETORIA	
	Postal address: P O Box 1666 GROENKLOOF 0027	
	Telephone: (+27) (12) 362 4933 Fax: (+27) (12) 362 4937	
	Electronic mail: lawyers@mtlaw.co.za gross@mtlaw.co.za	
 3.	 <u>GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)</u>	
3.1	<u>Section 10 of the Act</u>	
	In terms of section 10 of the Act, a guide will be compiled by the SAHRC 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 by the SAHRC by no later than August 2003.	
3.2	<u>Contact details of the South African Human Rights Commission</u>	
	PAIA Unit The Research and Documentation Department Private Bag X2700 HOUGHTON 2041	
	Telephone: (+27) (11) 484 8300 Fax: (+27) (11) 484 0582	
	Website: www.sahrc.org.za Electronic mail: PAIA@sahrc.org.za	

4. NOTICE 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)

MT keeps information/documents in accordance with the following legislation (this is not an exhaustive list):

- 5.1 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
- 5.2 Unemployment Insurance Act, Act No 30 of 1966 (Section 32);
- 5.3 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);
- 5.4 Insolvency Act, Act No 24 of 1936 (Sections 134 and 155);
- 5.5 Attorneys Act, Act No 53 of 1979;
- 5.6 Skills Development Act, Act No 97 of 1998;
- 5.7 Companies Act, Act No 61 of 1973;
- 5.8 Copyright Act, Act No 98 of 1978;
- 5.9 Regional Services Council Act, No 109 of 1985;
- 5.10 Labour Relations Act, No 66 of 1995.

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

MT holds the information/documents listed hereinbelow:

- 6.1 Details relating to the operational, commercial and financial interests of MT;
- 6.2 Commercial contracts;
- 6.3 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);
- 6.4 Standard employment contracts;
- 6.5 Human resources (personal information of past, present and prospective employees and partners);
- 6.6 Employment equity report;
- 6.7 Insurance policies;
- 6.8 Skills development report.

The MT website address (www.mtlaw.co.za) is accessible to anyone with access to the Internet. It contains a profile on MT, its contact particulars, services rendered, fields of expertise and its professional staff.

It is recorded that any and all documents/information 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 MT 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 MT, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of MT.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and MT (www.mta.co.za) and will be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.djg.gov.za - under "Regulations").

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
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1. INTRODUCTION

- 1.1 The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from TECHKNOWLEDGE RETAIL SYSTEMS cc ("TRS") as contemplated in terms of the Act.
- 1.2 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.
- 1.3 Any requestor is advised to contact Linda Human should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of document/information from TRS.
- 1.4 The following words will bear the following meanings in this manner:
 - 1.4.1 "The Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
 - 1.4.2 "the/this manual" shall mean this manual, together with all annexures thereto as available at the offices of TRS from time to time;
 - 1.4.3 "TRS" shall mean TECHKNOWLEDGE RETAIL SYSTEMS cc.
 - 1.4.4 "SAHRC" shall mean the South African Human Rights Commission;
 - 1.4.5 "Information Officer". The senior partner of TRS has been appointed as the Information Officer of TRS, 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: Techknowledge Retail Systems cc
 Appointed information officer: Linda Human
 Address: 442 Queens Crescent, Lynnwood
 Postal address: P O Box 72601, LYNNWOODRIDGE 0040
 Telephone: (+27) (12) 3482128 Fax: (+27) (12) 3611044
 Electronic mail: comcaps@telkomsa.net

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

3.1 **Section 10 of the Act**

In terms of section 10 of the Act, a guide will be compiled by the SAHRC 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 by the SAHRC by no later than August 2003.

3.2 **Contact details of the South African Human Rights Commission**

PAIA Unit The Research and Documentation Department Private Bag X2700
HOUGHTON 2041 Telephone: (+27) (11) 484 8300 Fax: (+27) (11) 484 0582
Website: www.sahrc.org.za Electronic mail: PAIA@sahrc.org.za

4. **NOTICE 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)

TRS keeps information/documents in accordance with the following legislation (this is not an exhaustive list):

- 5.1 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
- 5.2 Unemployment Insurance Act, Act No 30 of 1966 (Section 32);
- 5.3 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);
- 5.4 Insolvency Act, Act No 24 of 1936 (Sections 134 and 155);
- 5.6 Skills Development Act, Act No 97 of 1998;
- 5.7 Companies Act, Act No 61 of 1973;
- 5.8 Copyright Act, Act No 98 of 1978;
- 5.9 Regional Services Council Act, No 109 of 1985;
- 5.10 Labour Relations Act, No 66 of 1995.

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

TRS holds the information/documents listed herein below:

- 6.1 Details relating to the operational, commercial and financial interests of TRS;
- 6.2 Commercial contracts;
- 6.3 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);
- 6.4 Standard employment contracts;
- 6.5 Human resources (personal information of past, present and prospective employees and partners);
- 6.6 Employment equity report;
- 6.7 Insurance policies;
- 6.8 Skills development report.

It is recorded that any and all documents/information 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 TRS 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 TRS, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of TRS.

8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za - under "Regulations").

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT NO 2 OF 2000 ("THE ACT")**

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 1. INTRODUCTION	
1.1 The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from Maree Theunissen Corporate Law Services (Pty) Ltd ("MTCLS") as contemplated in terms of the Act.	
1.2 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.	
1.3 Any requestor is advised to contact Me Lizé Honiball should he/she require any assistance in respect of the utilization of this manual and/or the requesting of document/information from MTCLS.	
1.4 The following words will bear the following meanings in this manner:	
1.4.1 "The Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;	
1.4.2 "the/this manual" shall mean this manual, together with all annexures thereto as available at the offices of MTCLS from time to time;	
1.4.3 "MTCLS" shall mean Maree Theunissen Corporate Law Services (Pty) Ltd	
1.4.4 "SAHRC" shall mean the South African Human Rights Commission;	
1.4.5 "Information Officer" Lizé Honiball of MTCLS has been appointed as the Information Officer of MTCLS, to which requests for information in terms of the Act should be addressed.	
 2. CONTACT DETAILS	
<u>(Section 51(1)(a) of the Act)</u>	
Name of body: Maree Theunissen Corporate Law Services (Pty) Ltd	
Appointed information officer: Lizé Honiball	
Address: Suite 202, Duncan Manor Building, 150 Brooks Street, Brooklyn, PRETORIA	
Postal address: P O Box 1666, GROENKLOOF, 0027	
Telephone: (+27) (12) 362 4933	
Fax: (+27) (12) 362 4937	
Electronic mail: mtlaw@webmail.co.za	
 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT	
<u>(Section 51(1)(b) of the Act)</u>	
3.1 Section 10 of the Act	
In terms of section 10 of the Act, a guide will be compiled by the SAHRC 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.	
 3.2 Contact details of the South African Human Rights Commission	
PAIA Unit, The Research and Documentation Department, Private Bag X2700, HOUGHTON, 2041	
Telephone: (+27) (11) 484 8300	

Fax: (+27) (11) 484 0582
 Website: www.sahrc.org.za
 Electronic mail: PAIA@sahrc.org.za

4. **NOTICE 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)

MTCLS keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- 5.1 Companies Act, No 51 of 1973;
- 5.2 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
- 5.3 Labour Relations Act, No 66 of 1995; and
- 5.4 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);

The above records, and so far has it been of a Public nature or available automatically without a person having to request access thereto in terms of the Act, has envisage in Section 52.

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

MTCLS holds the information/documents listed herein below:

- 6.1 Details relating to the operational, commercial and financial interests of MTCLS;
- 6.2 Client data base (personal information of clients; commercial and financial information; and information on agreement)
- 6.3 Standard employment contracts;
- 6.4 Human resources (personal information of past, present and prospective employees and directors);

It is recorded that any and all documents/information 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 MTCLS 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 MTCLS, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of MTCLS.
- 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 However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za - under "Regulations").



**GROUP INFORMATION MANUAL PREPARED IN
TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, NO 2 OF 2000 ("THE ACT")**

SUBMITTED TO THE HUMAN RIGHTS COMMISSION OF SOUTH AFRICA

1 INTRODUCTION

- 1.1 The Promotion of Access to Information Act, No 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving 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. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released**. The Act sets out the requisite procedural issues attached to such request.

1.2 PURPOSE OF THE MANUAL:

Lesaka Holdings (Pty) Ltd, and all its subsidiaries ("Lesaka Holdings") is committed to the principles of transparency and accountability by giving effect to the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect their rights.

This manual sets out to provide a generic manual of Lesaka Holdings to deal with the requests in terms of the Act, which will enable the requestors to obtain the records which they are entitled to in a quick, easy and accessible manner.

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

Any requestor is advised to contact Mr Stephen Nthite, should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of documents/information from Lesaka Holdings.

"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 this manual together with all annexures thereto as available at the offices of Lesaka Holdings from time to time.

"Institution" shall refer to Lesaka Holdings and its subsidiaries for whom this manual is drafted.

"SAHRC" shall mean the South African Human Rights Commission.

"Personnel" refers to any person who works for, or provides services to or on behalf of Lesaka, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of Lesaka Holdings. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers.

"Customer" refers to any natural or juristic entity that receives services from Lesaka Holdings.

PART I

2 CONTACT DETAILS

2.1 Information Officer:

Name: Stephen Nthite

Postal address: P.O. Box 11497

Hatfield

0028

Physical Address: 999 Pretorius Street

Hatfield

Pretoria

0028

Tel: 012 430 9085

Fax: 012 342 3551

E-mail: stephenn@lesaka.biz

2.2 GENERAL INFORMATION

2.1.1 Name of Private Body: Lesaka Holdings (Pty) Ltd

2.2.2 Postal Address: P.O. Box 11497 Hatfield 0028

2.2.3 Physical Address: 999 Pretorius Str Hatfield 0028

2.2.4 Telephone Number: 012 430 9085

2.2.5 Facsimile number: 012 342 7543 / 7

2.2.6 E-mail: stephenn@lesaka.biz

2.2.7 Website: www.lesaka.co.za

2.2.7

Website:

www.lesaka.co.za**PART II****3 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

In terms of Section 10 of the Act, a guide will be compiled by the SAHRC 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 by the SAHRC no later than August 2003.

The South African Human Rights Commission is the body responsible for ensuring compliance with the Act. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION, at PAIA Unit (THE RESEARCH AND DOCUMENT DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number: (011) 484-8300;

Fascimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

E-mail Address: PIAI@sahrc.org.za.

PART III**3.1 NOTICES IN TERMS OF SECTION 52(2) OF THE ACT**

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

3.2 INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)(d) OF THE ACT)

Lesaka keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

3.2.1 Insolvency Act, No 24 of 1936;

3.2.2 Pension Funds Act, No 24 of 1956;

3.2.3 Income Tax Act, No 58 of 1962;

3.2.4 Companies Act, No 61 of 1973;

- 3.2.5 Copyright Act, No 98 of 1978;
- 3.2.6 Regional Services Councils Act, No 109 of 1985;
- 3.2.7 Occupational Health and Safety Act, No 85 of 1993;
- 3.2.8 Labour Relations Act, No 66 of 1995;
- 3.2.9 Compensation for Occupational Injuries and Diseases Act, No 130 of 1933;
- 3.2.10 Basic Conditions of Employment Act, No 75 of 1997;
- 3.2.11 Skills Development Act, No 97 of 1998;
- 3.2.12 Medical Schemes Act, No 131 of 1998;
- 3.2.13 Skills Development Levies Act, No 9 of 1999;
- 3.2.14 Unemployment Insurance Act, No 63 of 2001;
- 3.2.15 Employment Equity Act, No 55 of 1988

**3.3 RECORDS HELD BY LESAKA HOLDINGS (PTY) LTD AND ITS SUBSIDIARIES IN TERMS OF THE ACT
(Section 51(1)(e) of the Act)**

This clause serves as a reference to the records that Lesaka Holdings (Pty) Ltd and all its subsidiaries ("Lesaka Holdings") holds.

The information is classified and grouped according to records relating to the following subjects and categories:

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

3.3.1 PERSONNEL RECORDS

- 3.3.1.1 Personal records provided by personnel;
- 3.3.1.2 Records provided by a third relating to personnel;
- 3.3.1.3 Conditions of employment and other personnel-related contractual and quasi-legal records;
- 3.3.1.4 Internal evaluation records and other internal records;
- 3.3.1.5 Correspondence relating to personnel;

- 3.3.1.6 Training schedules and material;

3.3.2 CUSTOMER RELATED RECORDS

- 3.3.2.1 Records provided by a customer to a third party acting for or on behalf of Lesaka Holdings;
- 3.3.2.2 Records provided by a third party;
- 3.3.2.3 Records generated by or within Lesaka Holdings relating to its customers, including transactional records;

3.3.3 PRIVATE BODY RECORDS

- 3.3.3.1 Financial records;
- 3.3.3.2 Operational records;
- 3.3.3.3 Databases;
- 3.3.3.4 Information Technology;
- 3.3.3.5 Marketing records;
- 3.3.3.6 Internal correspondence;
- 3.3.3.7 Product records;
- 3.3.3.8 Statutory records;
- 3.3.3.9 Internal Policies and Procedures;
- 3.3.3.10 Treasury-related records;
- 3.3.3.11 Securities and Equities; and
- 3.3.3.12 Records held by the officials of Lesaka Holdings.

These records include, but are not limited to, the records which pertain to Lesaka's own affairs.

3.3.4 OTHER PARTY RECORDS

- 3.3.4.1 Personnel, customer or private body records which are held by another party, as opposed to the records held by Lesaka Holdings itself;

- 3.3.4.2 Records held by Lesaka Holdings pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by other party, and records third parties have provided about the contractors / suppliers.

Lesaka Holdings may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary / holding / sister companies, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to Lesaka Holdings.

- 3.3.4.3 It is recorded that any and all documents/information 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 Lesaka Holdings 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.

4. AVAILABILITY OF THE MANUAL

- 4.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002 and is available for inspection at the offices of Lesaka Holdings.
- 4.2 Lesaka Holdings' manual will also be available on its website (www@lesaka.co.za) and on the website of the SAHRC (www.sahrc.org.za) and will be printed in the Government Gazette.
- 4.3 However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za - "Regulations").

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000 ("THE ACT")**

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1. INTRODUCTION

- 1.1 The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from ECE POWDER APPLICATORS CC ("ECE") as contemplated in terms of the Act.
- 1.2 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.
- 1.3 Any requestor is advised to contact Ernest Heunis should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of document/information from ECE.
- 1.4 The following words will bear the following meanings in this manner:
 - 1.4.1 "The Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
 - 1.4.2 "the/this manual" shall mean this manual, together with all annexures thereto as available at the offices of ECE from time to time;
 - 1.4.3 "ECE" shall mean ECE POWDER APPLICATORS CC.
 - 1.4.4 "SAHRC" shall mean the South African Human Rights Commission;
 - 1.4.5 "Information Officer". The senior member of ECE has been appointed as the Information Officer of ECE, 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: ECE POWDER APPLICATORS CC
 Partner and appointed information officer: Ernest Heunis
 Address: 322 MARKS STREET WALTLOO PRETORIA
 Postal address: P O Box 912348 Silverton 0127
 Telephone: (+27) (12)803 4126 Fax:(+27) (12) 803 5086
 Electronic mail: ece@intekom.co.za

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

3.1 Section 10 of the Act

In terms of section 10 of the Act, a guide will be compiled by the SAHRC 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 by the SAHRC by no later than August 2003.

3.2 **Contact details of the South African Human Rights Commission**

PAIA Unit The Research and Documentation Department Private Bag X2700
HOUGHTON 2041 Telephone: (+27) (11) 484 8300 Fax: (+27) (11) 484 0582
Website: www.sahrc.org.za Electronic mail: PAIA@sahrc.org.za

4. **NOTICE 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)

ECE keeps information/documents in accordance with the following legislation
(this is not an exhaustive list):

- 5.1 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
- 5.2 Unemployment Insurance Act, Act No 30 of 1966 (Section 32);
- 5.3 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);
- 5.4 Insolvency Act, Act No 24 of 1936 (Sections 134 and 155);
- 5.6 Skills Development Act, Act No 97 of 1998;
- 5.7 Companies Act, Act No 61 of 1973;
- 5.8 Copyright Act, Act No 98 of 1978;
- 5.9 Regional Services Council Act, No 109 of 1985;
- 5.10 Labour Relations Act, No 66 of 1995.

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

CSA holds the information/documents listed herein below:

- 6.1 Details relating to the operational, commercial and financial interests of CSA;
- 6.2 Commercial contracts;
- 6.3 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);
- 6.4 Standard employment contracts;
- 6.5 Human resources (personal information of past, present and prospective employees and partners);
- 6.6 Employment equity report;
- 6.7 Insurance policies;
- 6.8 Skills development report.

It is recorded that any and all documents/information 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 CSA 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 ECE, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of ECE.

8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette. However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za - under "Regulations").

**GROUP INFORMATION MANUAL PREPARED IN TERMS OF INFORMATION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000 ("THE ACT")**

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1. INTRODUCTION

- 1.1 The promotion of access to Information Act, No 2 of 2000 ("The Act") was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the state and any information that is held by another person and is required for the exercise or protection of any rights. Where a request is made in terms of the act, the body to whom the request is made is obliged to release the information, **except where the act especially provide that the information may or must not be released.** The act sets out the requisite procedural issues attached to such requests.
- 1.2 The manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from River Corporate Finance (Pty) Ltd ("RCF") as contemplated in terms of the Act.
- 1.3 This manual sets out to provide a generic manual of River Corporate Finance (Pty) Ltd to deal with the requests in terms of the act, which will enable the requestors to obtain the records which they are entitled to in a quick, easy and accessible manner.
- 1.4 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.
- 1.5 Any requestor is advised to contact Mr Andrew Lianos should he/she require any assistance in respect of the utilization of this manual and/or the requesting of document/information from RCF.
- 1.6 The following words will bear the following meanings in this manual:
 - 1.6.1 "The Act" shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
 - 1.6.2 "The/this Manual" shall mean this manual, together with all annexures thereto as available at the offices of RCF from time to time;
 - 1.6.3 "RCF" shall mean River Corporate Finance (Pty) Ltd
 - 1.6.4 "SAHRC" shall mean the South African Human Rights Commission;
 - 1.6.5 "Information Officer" Mr Andrew Lianos of RCF has been appointed as the Information Officer of RCF, 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: River Corporate Finance (Pty) Ltd
 Partner and appointed information officer: Mr Andrew Lianos
 Address: Suite 201, Duncan Manor, 150 Brooks Street, Brooklyn, PRETORIA
 Postal address: P O Box 1666, GROENKLOOF, 0027

Telephone: (+27) (12) 362 4936
Fax: (+27) (12) 362 2975
Electronic mail: andrew@rivergroup.ca
Website address: www.rivergroup.ca

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

3.1 **Section 10 of the Act**

The SAHRC is the body responsible for insuring compliance with the act.

In terms of section 10 of the Act, a guide will be compiled by the SAHRC 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.

3.2 **Contact details of the South African Human Rights Commission**

PAIA Unit, The Research and Documentation Department, Private Bag X2700,
HOUGHTON, 2041
Telephone: (+27) (11) 484 8300
Fax: (+27) (11) 484 0582
Website: www.sahrc.org.za
Electronic mail: PAIA@sahrc.org.za

4. **NOTICE 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)

RCF keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- 5.1 Companies Act, No 51 of 1973;
- 5.2 Regional Services Council Act, No 109 of 1985;
- 5.2 Value-Added Tax Act, Act No 89 of 1991 (Section 65);
- 5.3 Labour Relations Act, No 66 of 1995;
- 5.3 Basic Conditions of Employment Act, Act No 75 of 1997 (Section 31);

The above records, and so far has it been of a Public nature or available automatically without a person having to request access thereto in terms of the Act, has envisage in Section 52.

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

RCF holds the information/documents listed herein below:

- 6.1 Details relating to the operational/commercial and financial interests of RCF;
- 6.2 Commercial contracts;
- 6.3 Client data base (personal information of clients; commercial and financial information; information on agreements and proposals of such clients);
- 6.4 Standard employment contracts;
- 6.5 Human resources (personal information of past, present and prospective employees and directors);
- 6.6 Insurance policies;

The RCF website address (www.rivergroup.ca) is accessible to anyone with access to the Internet. It contains a profile on RCF, its contact particulars, services rendered, fields of expertise and its professional staff.

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 RCF 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 RCF, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of RCF.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and RCF (www.rivergroup.ca) will be published in the Government Gazette.
- 8.4 However, it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za - under "Regulations").

**INFORMATION MANUAL
FOR
COMZTEK (PTY) LTD
("Comztek")**

*In terms of section 51 of the Promotion of Access to Information Act
Act 2 of 2000*

1 INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the Constitution, that is giving 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. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such request.

The act came into effect on 9 March 2001 with the exception of sections 10, 14, 16 and 51 which sections were brought into operation on 15 February 2002.

2 WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT

In terms of Section 50 of the Act any person who requires information for the exercise or protection of any rights, may request information from a private body.

3 PROCEDURES FOR OBTAINING ACCESS

3.1 Contact Details

Any person who wishes to request any information from Comztek with the object of protecting or exercising a right may contact the information officer whose contact details are as follows;

Postal Address

The Information Officer
Comztek (Pty) Ltd
Private Bag X160
Halfway House
1685

Physical address

322 15th Road
Randjespark
Midrand
Gauteng

Tel: (011) 237 1800

Fax: (011) 237 1803

e-mail address: info@comztek.com

3.2 Prescribed Access Form

In terms of section 53, a request for access to a record of Comztek must be made in the prescribed form to Comztek at the address, fax number or electronic mail address given above. The form requires the requestor to provide the following information:

- sufficient information to enable the information officer to identify the requestor;
- sufficient information to enable the information officer to identify the record(s) requested;
- the form of access required;
- the requestor's postal address or fax number;
- identification of the right sought to be exercised or protected;
- an explanation on why the record is required to exercise or protect that right;
- the manner in which the requestor wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
- if the request is made on behalf of a person, the submission of proof of the capacity in which the requestor makes the request, to the satisfaction of the information officer.

A copy of the request form can be obtained from the Information Officer of Comztek. Requestors please note that all of the information as listed above should be provided, failing which the process will be delayed while the private body requests such additional information. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor.

3.3 Prescribed Fees

Payment of fees is regulated in terms of section 54 of the Act. The Regulations to the Act provide for two types of fees:

- Request fee: This is a non-refundable administration fee paid by all requestors with the exclusion of personal requestors. It is paid before the request is considered.
- Access fee: This is paid by all requestors only when access is granted. This fee is intended to re-imburse the private body for the costs involved in searching for a record and preparing it for delivery to the requestor.

Comztek may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees can be obtained from the Information Officer of Comztek.

3.4 Requestor other than Personal Requestor

The information officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed.

If in the information officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the information officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to the requestor.

The notice given by the information officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

3.5 Personal Requestor

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor.

A personal requestor is not liable to pay a request fee, is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

4 HUMAN RIGHTS COMMISSION GUIDELINE

In terms of section 10 of the Act, the Human Rights Commission must compile a guide by 14 August 2003. This guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act.

The South African Human Rights Commission's contact details are as follows;

Private Bag 2700
Houghton
2041

Tel: 011 484 8300
Fax 011 4841360

5 TYPES OF RECORDS

The requestor may request access to the following types of documents;

5.1 Personnel Records

These include;

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

5.2 Customer-related records

A customer includes any natural or juristic entity who receives services from the private body. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body;
- Any records a third party has provided to the private body; and
- Records generated by or within the private body pertaining to the customer, including transactional records.

5.3 Private body records

This includes but is not limited to the following:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of the private body.

5.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, service providers. Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

- Personnel, customer or private body records which are held by another party as opposed to being held by the private body; and
- Records held by the private body pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

5.5 Records Available in terms of other legislation

The requestor may also request information which is available in terms of legislation, such as the following;

Alienation of land act (68 of 1981)
 Basic conditions of employment act (75 of 1997)
 Companies act (61 of 1973)
 Compensation for occupational injuries & diseases act (130 of 1993)
 Employment equity act (55 of 1998)
 Financial services board act (97 of 1990)
 Income tax act (58 of 1962)
 Labour relations act (66 of 1995)
 Occupational health and safety act (85 of 1993)
 Promotion of equality and prevention of unfair discrimination act (4 of 2000)
 Regional services councils act (109 of 1985)
 Short term insurance act (53 of 1998)
 Skills development act (97 of 1998)
 Skills Development Levies act (9 of 1999)
 South African Qualifications Authority act (58 of 1995)
 VAT act (89 of 1991)

The Information officer will take into considerations section 8 of the manual to decide on whether or not access to any of the information stated above should be given to the requester.

6 DECISION-MAKING PROCESS

- 6.1 In terms of Section 55, the information officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the information officer must notify the requestor by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is later found, the requestor must be given access if the request would otherwise have been granted.
- 6.2 Section 56 provides that the information officer must within 30 days of receipt of a correctly completed request notify the requestor of the decision as to whether or not to grant the request. If the request is:
- Granted: the notification must state the applicable access fee required to be paid, together with the procedure to be followed should the requestor wish to apply to court against such fee, and the form in which access will be given.
 - Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requestor wish to apply to court against the decision.
- 6.3 The information officer may extend the period of 30 days by a further period not exceeding 30 days if:
- the request is for a large number of records or requires a search through a large number of records;
 - the request requires a search for records located in a different office of the private body not situated in the same city;
 - consultation between divisions of the private body, or with another private body is required; or
 - the requestor consents to the extension.

The requestor must be notified within the initial 30 day period in writing of the extension, together with reasons therefor, and the procedure involved should the requestor wish to apply to court against the extension.

The information officer's failure to respond to the requestor within the 30 day period constitutes a deemed refusal of the request.

- 6.4 Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.

If access is granted, access must be given in the form that is reasonably required by the requestor, or if the requestor has not identified a preference, in a form reasonably determined by the information officer.

7 THIRD PARTIES

If the request is for a record pertaining to a third party, the information officer must take all reasonable steps to inform that third party of the request. This must be done within 21 days of receipt of the request. The manner in which this is done must be in the fastest means reasonably possible, but if orally, the information officer must thereafter give the third party a written confirmation of the notification. The third party may within 21 days thereafter either make representation to the private body as to why the request should be refused, alternatively grant written consent to the disclosure of the record. The third party must be advised of the decision taken by the information officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 days after the notice.

8 GROUNDS FOR REFUSAL OF A REQUEST

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

- 8.1 Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions to this.
- 8.2 Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- trade secrets;
 - financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
 - information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.
- The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.
- 8.3 Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4 In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- endanger the life or physical safety of an individual;
 - prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property

- The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5** Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6** Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. Comztek may refuse access to a record if the record:
- contains trade secrets of Comztek
 - contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of Comztek
 - contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice Comztek in commercial competition; or
 - consists of a computer program owned by Comztek

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.7** Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to Comztek itself.

Notwithstanding any of the above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure would:

- reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and
- if the public interest in the disclosure clearly outweighs the harm.

9 RIGHTS OF APPEAL

A requestor that is dissatisfied with the information officer's refusal to grant access to any information may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

It should be noted that notwithstanding any provision in this Act, the court may examine the record(s) in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record(s).

The court is empowered to grant any order that is just and equitable.

**INFORMATION MANUAL
FOR
MECER CAPITAL (PTY) LTD
("Mecer Capital")**

*In terms of section 51 of the Promotion of Access to Information Act
Act 2 of 2000*

1 INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the Constitution, that is giving 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. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such request.

The act came into effect on 9 March 2001 with the exception of sections 10, 14, 16 and 51 which sections were brought into operation on 15 February 2002.

2 WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT

In terms of Section 50 of the Act any person who requires information for the exercise or protection of any rights, may request information from a private body.

3 PROCEDURES FOR OBTAINING ACCESS

3.1 Contact Details

Any person who wishes to request any information from Mecer Capital with the object of protecting or exercising a right may contact the information officer whose contact details are as follows;

Postal Address

The Information Officer
Mecer Capital (Pty) Ltd
P.O.Box 1638
Parklands
2121

Physical address

322 15th Road
Randjespark
Midrand
Gauteng

Tel: (011) 237 1000

Fax: (011) 314 4914

e-mail address: info@jhb.mustek.co.za

3.2 Prescribed Access Form

In terms of section 53, a request for access to a record of Mecer Capital must be made in the prescribed form to Mecer Capital at the address, fax number or electronic mail address given above. The form requires the requestor to provide the following information:

- sufficient information to enable the information officer to identify the requestor;
- sufficient information to enable the information officer to identify the record(s) requested;
- the form of access required;
- the requestor's postal address or fax number;
- identification of the right sought to be exercised or protected;
- an explanation on why the record is required to exercise or protect that right;
- the manner in which the requestor wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
- if the request is made on behalf of a person, the submission of proof of the capacity in which the requestor makes the request, to the satisfaction of the information officer.

A copy of the request form can be obtained from the Information Officer of Mecer Capital. Requestors please note that all of the information as listed above should be provided, failing which the process will be delayed while the private body requests such additional information. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor.

3.3 Prescribed Fees

Payment of fees is regulated in terms of section 54 of the Act. The Regulations to the Act provide for two types of fees:

- Request fee: This is a non-refundable administration fee paid by all requestors with the exclusion of personal requestors. It is paid before the request is considered.
- Access fee: This is paid by all requestors only when access is granted. This fee is intended to re-imburse the private body for the costs involved in searching for a record and preparing it for delivery to the requestor.

Mecer Capital may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees can be obtained from the Information Officer of Mecer Capital.

3.4 Requestor other than Personal Requestor

The information officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed.

If in the information officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the information officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to the requestor.

The notice given by the information officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

3.5 Personal Requestor

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor.

A personal requestor is not liable to pay a request fee, is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

4 HUMAN RIGHTS COMMISSION GUIDELINE

In terms of section 10 of the Act, the Human Rights Commission must compile a guide by 14 August 2003. This guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act.

The South African Human Rights Commission's contact details are as follows;

Private Bag 2700
Houghton
2041

Tel: 011 484 8300
Fax 011 4841360

5 TYPES OF RECORDS

The requestor may request access to the following types of documents;

5.1 Personnel Records

These include;

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

5.2 Customer-related records

A customer includes any natural or juristic entity who receives services from the private body. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body;
- Any records a third party has provided to the private body; and
- Records generated by or within the private body pertaining to the customer, including transactional records.

5.3 Private body records

This includes but is not limited to the following:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of the private body.

5.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, service providers. Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

- Personnel, customer or private body records which are held by another party as opposed to being held by the private body; and
- Records held by the private body pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

5.5 Records Available in terms of other legislation

The requestor may also request information which is available in terms of legislation, such as the following;

Alienation of land act (68 of 1981)
 Basic conditions of employment act (75 of 1997)
 Companies act (61 of 1973)
 Compensation for occupational injuries & diseases act (130 of 1993)
 Employment equity act (55 of 1998)
 Financial services board act (97 of 1990)
 Income tax act (58 of 1962)
 Labour relations act (66 of 1995)
 Occupational health and safety act (85 of 1993)
 Promotion of equality and prevention of unfair discrimination act (4 of 2000)
 Regional services councils act (109 of 1985)
 Short term insurance act (53 of 1998)
 Skills development act (97 of 1998)
 Skills Development Levies act (9 of 1999)
 South African Qualifications Authority act (58 of 1995)
 VAT act (89 of 1991)

The Information officer will take into considerations section 8 of the manual to decide on whether or not access to any of the information stated above should be given to the requester.

6 DECISION-MAKING PROCESS

- 6.1 In terms of Section 55, the information officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the information officer must notify the requestor by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is later found, the requestor must be given access if the request would otherwise have been granted.
- 6.2 Section 56 provides that the information officer must within 30 days of receipt of a correctly completed request notify the requestor of the decision as to whether or not to grant the request. If the request is:
- **Granted:** the notification must state the applicable access fee required to be paid, together with the procedure to be followed should the requestor wish to apply to court against such fee, and the form in which access will be given.
 - **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requestor wish to apply to court against the decision.
- 6.3 The information officer may extend the period of 30 days by a further period not exceeding 30 days if:
- the request is for a large number of records or requires a search through a large number of records;
 - the request requires a search for records located in a different office of the private body not situated in the same city;
 - consultation between divisions of the private body, or with another private body is required; or
 - the requestor consents to the extension.

The requestor must be notified within the initial 30 day period in writing of the extension, together with reasons therefor, and the procedure involved should the requestor wish to apply to court against the extension.

The information officer's failure to respond to the requestor within the 30 day period constitutes a deemed refusal of the request.

- 6.4 Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.

If access is granted, access must be given in the form that is reasonably required by the requestor, or if the requestor has not identified a preference, in a form reasonably determined by the information officer.

7 THIRD PARTIES

If the request is for a record pertaining to a third party, the information officer must take all reasonable steps to inform that third party of the request. This must be done within 21 days of receipt of the request. The manner in which this is done must be in the fastest means reasonably possible, but if orally, the information officer must thereafter give the third party a written confirmation of the notification. The third party may within 21 days thereafter either make representation to the private body as to why the request should be refused, alternatively grant written consent to the disclosure of the record. The third party must be advised of the decision taken by the information officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 days after the notice.

8 GROUNDS FOR REFUSAL OF A REQUEST

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

- 8.1** Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions to this.
- 8.2** Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- trade secrets;
 - financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
 - information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.
- The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.
- 8.3** Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4** In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- endanger the life or physical safety of an individual;
 - prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property
 - The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5** Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6** Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. Mecor Capital may refuse access to a record if the record:

- contains trade secrets of Mecer Capital
- contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of Mecer Capital
- contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice Mecer Capital in commercial competition; or
- consists of a computer program owned by Mecer Capital

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.7 Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to Mecer Capital itself.

Notwithstanding any of the above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure would:

- reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and
- if the public interest in the disclosure clearly outweighs the harm.

9 RIGHTS OF APPEAL

A requestor that is dissatisfied with the information officer's refusal to grant access to any information may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

It should be noted that notwithstanding any provision in this Act, the court may examine the record(s) in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record(s).

The court is empowered to grant any order that is just and equitable.

INFORMATION MANUAL
FOR
MECER INTER-ED (PTY) LTD
("Mecer Inter-Ed")

*In terms of section 51 of the Promotion of Access to Information Act
Act 2 of 2000*

1 INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the Constitution, that is giving 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. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such request.

The act came into effect on 9 March 2001 with the exception of sections 10, 14, 16 and 51 which sections were brought into operation on 15 February 2002.

2 WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT

In terms of Section 50 of the Act any person who requires information for the exercise or protection of any rights, may request information from a private body.

3 PROCEDURES FOR OBTAINING ACCESS

3.1 Contact Details

Any person who wishes to request any information from Mecer Inter-Ed with the object of protecting or exercising a right may contact the information officer whose contact details are as follows;

Postal Address

The Information Officer
Mecer Inter-Ed (Pty) Ltd
P.O.Box 1638
Parklands
21221

Physical address

322 15th Road
Randjespark
Midrand
Gauteng

Tel: (011) 237 1000

Fax: (011) 314 4914

e-mail address: info@jhb.mustek.co.za

3.2 Prescribed Access Form

In terms of section 53, a request for access to a record of Mecer Inter-Ed must be made in the prescribed form to Mecer Inter-Ed at the address, fax number or electronic mail address given above. The form requires the requestor to provide the following information:

- sufficient information to enable the information officer to identify the requestor;
- sufficient information to enable the information officer to identify the record(s) requested;
- the form of access required;
- the requestor's postal address or fax number;
- identification of the right sought to be exercised or protected;
- an explanation on why the record is required to exercise or protect that right;
- the manner in which the requestor wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
- if the request is made on behalf of a person, the submission of proof of the capacity in which the requestor makes the request, to the satisfaction of the information officer.

A copy of the request form can be obtained from the Information Officer of Mecer Inter-Ed. Requestors please note that all of the information as listed above should be provided, failing which the process will be delayed while the private body requests such additional information. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor.

3.3 Prescribed Fees

Payment of fees is regulated in terms of section 54 of the Act. The Regulations to the Act provide for two types of fees:

- Request fee: This is a non-refundable administration fee paid by all requestors with the exclusion of personal requestors. It is paid before the request is considered.
- Access fee: This is paid by all requestors only when access is granted. This fee is intended to re-imburse the private body for the costs involved in searching for a record and preparing it for delivery to the requestor.

Mecer Inter-Ed may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees can be obtained from the Information Officer of Mecer Inter-Ed.

3.4 Requestor other than Personal Requestor

The information officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed.

If in the information officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the information officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to the requestor.

The notice given by the information officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

3.5 Personal Requestor

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor.

A personal requestor is not liable to pay a request fee, is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

4 HUMAN RIGHTS COMMISSION GUIDELINE

In terms of section 10 of the Act, the Human Rights Commission must compile a guide by 14 August 2003. This guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act.

The South African Human Rights Commission's contact details are as follows;

Private Bag 2700
Houghton
2041

Tel: 011 484 8300
Fax 011 4841360

5 TYPES OF RECORDS

The requestor may request access to the following types of documents;

5.1 Personnel Records

These include;

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

5.2 Customer-related records

A customer includes any natural or juristic entity who receives services from the private body. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body;
- Any records a third party has provided to the private body; and
- Records generated by or within the private body pertaining to the customer, including transactional records.

5.3 Private body records

This includes but is not limited to the following:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of the private body.

5.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, service providers. Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

- Personnel, customer or private body records which are held by another party as opposed to being held by the private body; and
- Records held by the private body pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

5.5 Records Available in terms of other legislation

The requestor may also request information which is available in terms of legislation, such as the following;

Alienation of land act (68 of 1981)
 Basic conditions of employment act (75 of 1997)
 Companies act (61 of 1973)
 Compensation for occupational injuries & diseases act (130 of 1993)
 Employment equity act (55 of 1998)
 Financial services board act (97 of 1990)
 Income tax act (58 of 1962)
 Labour relations act (66 of 1995)
 Occupational health and safety act (85 of 1993)
 Promotion of equality and prevention of unfair discrimination act (4 of 2000)
 Regional services councils act (109 of 1985)
 Short term insurance act (53 of 1998)
 Skills development act (97 of 1998)
 Skills Development Levies act (9 of 1999)
 South African Qualifications Authority act (58 of 1995)
 VAT act (89 of 1991)

The Information officer will take into considerations section 8 of the manual to decide on whether or not access to any of the information stated above should be given to the requester.

6 DECISION-MAKING PROCESS

6.1 In terms of Section 55, the information officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the information officer must notify the requestor by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is later found, the requestor must be given access if the request would otherwise have been granted.

6.2 Section 56 provides that the information officer must within 30 days of receipt of a correctly completed request notify the requestor of the decision as to whether or not to grant the request. If the request is:

- Granted: the notification must state the applicable access fee required to be paid, together with the procedure to be followed should the requestor wish to apply to court against such fee, and the form in which access will be given.
- Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requestor wish to apply to court against the decision.

6.3 The information officer may extend the period of 30 days by a further period not exceeding 30 days if:

- the request is for a large number of records or requires a search through a large number of records;
- the request requires a search for records located in a different office of the private body not situated in the same city;
- consultation between divisions of the private body, or with another private body is required; or
- the requestor consents to the extension.

The requestor must be notified within the initial 30 day period in writing of the extension, together with reasons therefor, and the procedure involved should the requestor wish to apply to court against the extension.

The information officer's failure to respond to the requestor within the 30 day period constitutes a deemed refusal of the request.

6.4 Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.

If access is granted, access must be given in the form that is reasonably required by the requestor, or if the requestor has not identified a preference, in a form reasonably determined by the information officer.

7 THIRD PARTIES

If the request is for a record pertaining to a third party, the information officer must take all reasonable steps to inform that third party of the request. This must be done within 21 days of receipt of the request. The manner in which this is done must be in the fastest means reasonably possible, but if orally, the information officer must thereafter give the third party a written confirmation of the notification. The third party may within 21 days thereafter either make representation to the private body as to why the request should be refused, alternatively grant written consent to the disclosure of the record. The third party must be advised of the decision taken by the information officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 days after the notice.

8 GROUNDS FOR REFUSAL OF A REQUEST

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

- 8.1 Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions to this.
- 8.2 Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- trade secrets;
 - financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
 - information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.
- The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.
- 8.3 Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4 In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- endanger the life or physical safety of an individual;
 - prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property
 - The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5 Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6 Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. Mecer Inter-Ed may refuse access to a record if the record:

- contains trade secrets of Mecer Inter-Ed
- contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of Mecer Inter-Ed
- contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice Mecer Inter-Ed in commercial competition; or
- consists of a computer program owned by Mecer Inter-Ed

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.7** Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to Mecer Inter-Ed itself.

Notwithstanding any of the above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure would:

- reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and
- if the public interest in the disclosure clearly outweighs the harm.

9 RIGHTS OF APPEAL

A requestor that is dissatisfied with the information officer's refusal to grant access to any information may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

It should be noted that notwithstanding any provision in this Act, the court may examine the record(s) in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record(s).

The court is empowered to grant any order that is just and equitable.

INFORMATION MANUAL
FOR
GIJIMA SUPPORT SERVICES (PTY) LTD
("Gijima")

*In terms of section 51 of the Promotion of Access to Information Act
Act 2 of 2000*

1 INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the Constitution, that is giving 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. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such request.

The act came into effect on 9 March 2001 with the exception of sections 10, 14, 16 and 51 which sections were brought into operation on 15 February 2002.

2 WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT

In terms of Section 50 of the Act any person who requires information for the exercise or protection of any rights, may request information from a private body.

3 PROCEDURES FOR OBTAINING ACCESS

3.1 Contact Details

Any person who wishes to request any information from Gijima with the object of protecting or exercising a right may contact the information officer whose contact details are as follows;

Postal Address

The Information Officer
Gijima Support Services (Pty) Ltd
Postnet Suite 543
Private Bag X29
Gallo Manor
2052

Physical address

Building 6 Healthcare Park
1 Woodlands Drive
Woodmead
Johannesburg
Gauteng

Tel: (011) 239 3300

Fax: (011) 239 3365

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

3.2 Prescribed Access Form

In terms of section 53, a request for access to a record of Gijima must be made in the prescribed form to Gijima at the address, fax number or electronic mail address given above. The form requires the requestor to provide the following information:

- sufficient information to enable the information officer to identify the requestor;
- sufficient information to enable the information officer to identify the record(s) requested;
- the form of access required;
- the requestor's postal address or fax number;
- identification of the right sought to be exercised or protected;
- an explanation on why the record is required to exercise or protect that right;
- the manner in which the requestor wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
- if the request is made on behalf of a person, the submission of proof of the capacity in which the requestor makes the request, to the satisfaction of the information officer.

A copy of the request form can be obtained from the Information Officer of Gijima. Requestors please note that all of the information as listed above should be provided, failing which the process will be delayed while the private body requests such additional information. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor.

3.3 Prescribed Fees

Payment of fees is regulated in terms of section 54 of the Act. The Regulations to the Act provide for two types of fees:

- Request fee: This is a non-refundable administration fee paid by all requestors with the exclusion of personal requestors. It is paid before the request is considered.
- Access fee: This is paid by all requestors only when access is granted. This fee is intended to re-imburse the private body for the costs involved in searching for a record and preparing it for delivery to the requestor.

Gijima may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees can be obtained from the Information Officer of Gijima.

3.4 Requestor other than Personal Requestor

The information officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed.

If in the information officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the information officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to the requestor.

The notice given by the information officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

3.5 Personal Requestor

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor.

A personal requestor is not liable to pay a request fee, is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

4 HUMAN RIGHTS COMMISSION GUIDELINE

In terms of section 10 of the Act, the Human Rights Commission must compile a guide by 14 August 2003. This guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act.

The South African Human Rights Commission's contact details are as follows;

Private Bag 2700
Houghton
2041

Tel: 011 484 8300
Fax 011 4841360

5 TYPES OF RECORDS

The requestor may request access to the following types of documents;

5.1 Personnel Records

These include;

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

5.2 Customer-related records

A customer includes any natural or juristic entity who receives services from the private body. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body;
- Any records a third party has provided to the private body; and
- Records generated by or within the private body pertaining to the customer, including transactional records.

5.3 Private body records

This includes but is not limited to the following:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of the private body.

5.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, service providers. Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

- Personnel, customer or private body records which are held by another party as opposed to being held by the private body; and
- Records held by the private body pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

5.5 Records Available in terms of other legislation

The requestor may also request information which is available in terms of legislation, such as the following;

Alienation of land act (68 of 1981)
 Basic conditions of employment act (75 of 1997)
 Companies act (61 of 1973)
 Compensation for occupational injuries & diseases act (130 of 1993)
 Employment equity act (55 of 1998)
 Financial services board act (97 of 1990)
 Income tax act (58 of 1962)
 Labour relations act (66 of 1995)
 Occupational health and safety act (85 of 1993)
 Promotion of equality and prevention of unfair discrimination act (4 of 2000)
 Regional services councils act (109 of 1985)
 Short term insurance act (53 of 1998)
 Skills development act (97 of 1998)
 Skills Development Levies act (9 of 1999)
 South African Qualifications Authority act (58 of 1995)
 VAT act (89 of 1991)

The Information officer will take into considerations section 8 of the manual to decide on whether or not access to any of the information stated above should be given to the requester.

6 DECISION-MAKING PROCESS

- 6.1 In terms of Section 55, the information officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the information officer must notify the requestor by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is later found, the requestor must be given access if the request would otherwise have been granted.
- 6.2 Section 56 provides that the information officer must within 30 days of receipt of a correctly completed request notify the requestor of the decision as to whether or not to grant the request. If the request is:
- Granted: the notification must state the applicable access fee required to be paid, together with the procedure to be followed should the requestor wish to apply to court against such fee, and the form in which access will be given.
 - Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requestor wish to apply to court against the decision.
- 6.3 The information officer may extend the period of 30 days by a further period not exceeding 30 days if:
- the request is for a large number of records or requires a search through a large number of records;
 - the request requires a search for records located in a different office of the private body not situated in the same city;
 - consultation between divisions of the private body, or with another private body is required; or
 - the requestor consents to the extension.

The requestor must be notified within the initial 30 day period in writing of the extension, together with reasons therefor, and the procedure involved should the requestor wish to apply to court against the extension.

The information officer's failure to respond to the requestor within the 30 day period constitutes a deemed refusal of the request.

- 6.4** Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.

If access is granted, access must be given in the form that is reasonably required by the requestor, or if the requestor has not identified a preference, in a form reasonably determined by the information officer.

7 THIRD PARTIES

If the request is for a record pertaining to a third party, the information officer must take all reasonable steps to inform that third party of the request. This must be done within 21 days of receipt of the request. The manner in which this is done must be in the fastest means reasonably possible, but if orally, the information officer must thereafter give the third party a written confirmation of the notification. The third party may within 21 days thereafter either make representation to the private body as to why the request should be refused, alternatively grant written consent to the disclosure of the record. The third party must be advised of the decision taken by the information officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 days after the notice.

8 GROUNDS FOR REFUSAL OF A REQUEST

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

- 8.1** Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions to this.
- 8.2** Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- trade secrets;
 - financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
 - information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.
- The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.
- 8.3** Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4** In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- endanger the life or physical safety of an individual;
 - prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property

- The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5** Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6** Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. Gijima may refuse access to a record if the record:
- contains trade secrets of Gijima
 - contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of Gijima
 - contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice Gijima in commercial competition; or
 - consists of a computer program owned by Gijima

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.7** Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to Gijima itself.

Notwithstanding any of the above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure would:

- reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and
- if the public interest in the disclosure clearly outweighs the harm.

9 RIGHTS OF APPEAL

A requestor that is dissatisfied with the information officer's refusal to grant access to any information may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

It should be noted that notwithstanding any provision in this Act, the court may examine the record(s) in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record(s).

The court is empowered to grant any order that is just and equitable.

INFORMATION MANUAL
FOR
SOFT 99 (PTY) LTD
("Soft 99")

*In terms of section 51 of the Promotion of Access to Information Act
Act 2 of 2000*

1 INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the Constitution, that is giving 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. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such request.

The act came into effect on 9 March 2001 with the exception of sections 10, 14, 16 and 51 which sections were brought into operation on 15 February 2002.

2 WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT

In terms of Section 50 of the Act any person who requires information for the exercise or protection of any rights, may request information from a private body.

3 PROCEDURES FOR OBTAINING ACCESS

3.1 Contact Details

Any person who wishes to request any information from Soft 99 with the object of protecting or exercising a right may contact the information officer whose contact details are as follows;

Postal Address

The Information Officer
Soft 99 (Pty) Ltd
20 Skilpad Road
Monument Park
Pretoria
0181

Tel: (012) 460 3778
Fax: (012) 460 2768
e-mail address: info@soft 99.co.za

Physical address

The Information Officer
Soft 99 (Pty) Ltd
20 Skilpad Road
Monument Park
Pretoria
0181

3.2 Prescribed Access Form

In terms of section 53, a request for access to a record of Soft 99 must be made in the prescribed form to Soft 99 at the address, fax number or electronic mail address given above. The form requires the requestor to provide the following information:

- sufficient information to enable the information officer to identify the requestor;
- sufficient information to enable the information officer to identify the record(s) requested;
- the form of access required;
- the requestor's postal address or fax number;
- identification of the right sought to be exercised or protected;
- an explanation on why the record is required to exercise or protect that right;
- the manner in which the requestor wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
- if the request is made on behalf of a person, the submission of proof of the capacity in which the requestor makes the request, to the satisfaction of the information officer.

A copy of the request form can be obtained from the Information Officer of Soft 99. Requestors please note that all of the information as listed above should be provided, failing which the process will be delayed while the private body requests such additional information. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor.

3.3 Prescribed Fees

Payment of fees is regulated in terms of section 54 of the Act. The Regulations to the Act provide for two types of fees:

- Request fee: This is a non-refundable administration fee paid by all requestors with the exclusion of personal requestors. It is paid before the request is considered.
- Access fee: This is paid by all requestors only when access is granted. This fee is intended to re-imburse the private body for the costs involved in searching for a record and preparing it for delivery to the requestor.

Soft 99 may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees can be obtained from the Information Officer of Soft 99.

3.4 Requestor other than Personal Requestor

The information officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed.

If in the information officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the information officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to the requestor.

The notice given by the information officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

3.5 Personal Requestor

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor.

A personal requestor is not liable to pay a request fee, is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

4 HUMAN RIGHTS COMMISSION GUIDELINE

In terms of section 10 of the Act, the Human Rights Commission must compile a guide by 14 August 2003. This guide is intended to assist users in the interpretation of the Act. The guide will contain a description of

the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act.

The South African Human Rights Commission's contact details are as follows;

Private Bag 2700
Houghton
2041

Tel: 011 484 8300
Fax 011 4841360

5 TYPES OF RECORDS

The requestor may request access to the following types of documents;

5.1 Personnel Records

These include;

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

5.2 Customer-related records

A customer includes any natural or juristic entity who receives services from the private body. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body;
- Any records a third party has provided to the private body; and
- Records generated by or within the private body pertaining to the customer, including transactional records.

5.3 Private body records

This includes but is not limited to the following:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of the private body.

5.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, service providers. Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

- Personnel, customer or private body records which are held by another party as opposed to being held by the private body; and
- Records held by the private body pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

5.5 Records Available in terms of other legislation

The requestor may also request information which is available in terms of legislation, such as the following:

Alienation of land act (68 of 1981)
 Basic conditions of employment act (75 of 1997)
 Companies act (61 of 1973)
 Compensation for occupational injuries & diseases act (130 of 1993)
 Employment equity act (55 of 1998)
 Financial services board act (97 of 1990)
 Income tax act (58 of 1962)
 Labour relations act (66 of 1995)
 Occupational health and safety act (85 of 1993)
 Promotion of equality and prevention of unfair discrimination act (4 of 2000)
 Regional services councils act (109 of 1985)
 Short term insurance act (53 of 1998)
 Skills development act (97 of 1998)
 Skills Development Levies act (9 of 1999)
 South African Qualifications Authority act (58 of 1995)
 VAT act (89 of 1991)

The Information officer will take into considerations section 8 of the manual to decide on whether or not access to any of the information stated above should be given to the requester.

6 DECISION-MAKING PROCESS

- 6.1** In terms of Section 55, the information officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the information officer must notify the requestor by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is later found, the requestor must be given access if the request would otherwise have been granted.
- 6.2** Section 56 provides that the information officer must within 30 days of receipt of a correctly completed request notify the requestor of the decision as to whether or not to grant the request. If the request is:
- **Granted:** the notification must state the applicable access fee required to be paid, together with the procedure to be followed should the requestor wish to apply to court against such fee, and the form in which access will be given.
 - **Declined:** the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requestor wish to apply to court against the decision.
- 6.3** The information officer may extend the period of 30 days by a further period not exceeding 30 days if:
- the request is for a large number of records or requires a search through a large number of records;
 - the request requires a search for records located in a different office of the private body not situated in the same city;
 - consultation between divisions of the private body, or with another private body is required; or
 - the requestor consents to the extension.

The requestor must be notified within the initial 30 day period in writing of the extension, together with reasons therefor, and the procedure involved should the requestor wish to apply to court against the extension.

The information officer's failure to respond to the requestor within the 30 day period constitutes a deemed refusal of the request.

- 6.4** Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.

If access is granted, access must be given in the form that is reasonably required by the requestor, or if the requestor has not identified a preference, in a form reasonably determined by the information officer.

7 THIRD PARTIES

If the request is for a record pertaining to a third party, the information officer must take all reasonable steps to inform that third party of the request. This must be done within 21 days of receipt of the request. The manner in which this is done must be in the fastest means reasonably possible, but if orally, the information officer must thereafter give the third party a written confirmation of the notification. The third party may within 21 days thereafter either make representation to the private body as to why the request should be refused, alternatively grant written consent to the disclosure of the record. The third party must be advised of the decision taken by the information officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 days after the notice.

8 GROUNDS FOR REFUSAL OF A REQUEST

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

- 8.1** Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions to this.
- 8.2** Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- trade secrets;
 - financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
 - information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.
- The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.
- 8.3** Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4** In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- endanger the life or physical safety of an individual;
 - prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property
 - The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5** Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.

- 8.6** Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. Soft 99 may refuse access to a record if the record:
- contains trade secrets of Soft 99
 - contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of Soft 99
 - contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice Soft 99 in commercial competition; or
 - consists of a computer program owned by Soft 99

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.7** Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to Soft 99 itself.

Notwithstanding any of the above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure would:

- reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and
- if the public interest in the disclosure clearly outweighs the harm.

9 RIGHTS OF APPEAL

A requestor that is dissatisfied with the information officer's refusal to grant access to any information may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

It should be noted that notwithstanding any provision in this Act, the court may examine the record(s) in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record(s).

The court is empowered to grant any order that is just and equitable.

INFORMATION MANUAL

FOR

PREWORX (PTY) LTD

("Preworx")

*In terms of section 51 of the Promotion of Access to Information Act
Act 2 of 2000*

1 INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the Constitution, that is giving 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. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such request.

The act came into effect on 9 March 2001 with the exception of sections 10, 14, 16 and 51 which sections were brought into operation on 15 February 2002.

2 WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT

In terms of Section 50 of the Act any person who requires information for the exercise or protection of any rights, may request information from a private body.

3 PROCEDURES FOR OBTAINING ACCESS

3.1 Contact Details

Any person who wishes to request any information from Preworx with the object of protecting or exercising a right may contact the information officer whose contact details are as follows;

Postal Address

The Information Officer
Preworx (Pty) Ltd
Postnet Suite 173
Private Bag X844
Silverton
0127

Physical address

1F S.A. Cotton Board Building
90 Cycad Place
Watermeyer street
Val de Grace
Pretoria
Gauteng

Tel: (012) 804 0080
Fax: (012) 804 1250
e-mail address: info@preworx.com

3.2 Prescribed Access Form

In terms of section 53, a request for access to a record of Preworx must be made in the prescribed form to Preworx at the address, fax number or electronic mail address given above. The form requires the requestor to provide the following information:

- sufficient information to enable the information officer to identify the requestor;
- sufficient information to enable the information officer to identify the record(s) requested;
- the form of access required;
- the requestor's postal address or fax number;
- identification of the right sought to be exercised or protected;
- an explanation on why the record is required to exercise or protect that right;
- the manner in which the requestor wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
- if the request is made on behalf of a person, the submission of proof of the capacity in which the requestor makes the request, to the satisfaction of the information officer.

A copy of the request form can be obtained from the Information Officer of Preworx. Requestors please note that all of the information as listed above should be provided, failing which the process will be delayed while the private body requests such additional information. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor.

3.3 Prescribed Fees

Payment of fees is regulated in terms of section 54 of the Act. The Regulations to the Act provide for two types of fees:

- Request fee: This is a non-refundable administration fee paid by all requestors with the exclusion of personal requestors. It is paid before the request is considered.
- Access fee: This is paid by all requestors only when access is granted. This fee is intended to re-imburse the private body for the costs involved in searching for a record and preparing it for delivery to the requestor.

Preworx may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees can be obtained from the Information Officer of Preworx.

3.4 Requestor other than Personal Requestor

The information officer must give written notice to a requestor other than a personal requestor of the request fee and amount to be paid before the request may be further processed.

If in the information officer's opinion the search for a record, or preparation of the record for disclosure will require more than the prescribed hours, the information officer may require the requestor to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to the requestor.

The notice given by the information officer must advise the requestor that s/he has a right to apply to court against the payment of the request fee or deposit, and also advise of the procedure of the application.

3.5 Personal Requestor

A personal requestor is described in terms of the Act as a requestor seeking access to a record containing information about the requestor.

A personal requestor is not liable to pay a request fee, is liable for payment of access fees in the event of a request being granted, but may not be required to pay a deposit before the granting of the record.

4 HUMAN RIGHTS COMMISSION GUIDELINE

In terms of section 10 of the Act, the Human Rights Commission must compile a guide by 14 August 2003. This guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act.

The South African Human Rights Commission's contact details are as follows;

Private Bag 2700
Houghton
2041

Tel: 011 484 8300
Fax 011 4841360

5 TYPES OF RECORDS

The requestor may request access to the following types of documents;

5.1 Personnel Records

These include;

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

5.2 Customer-related records

A customer includes any natural or juristic entity who receives services from the private body. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body;
- Any records a third party has provided to the private body; and
- Records generated by or within the private body pertaining to the customer, including transactional records.

5.3 Private body records

This includes but is not limited to the following:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of the private body.

5.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, service providers. Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

- Personnel, customer or private body records which are held by another party as opposed to being held by the private body; and
- Records held by the private body pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

5.5 Records Available in terms of other legislation

The requestor may also request information which is available in terms of legislation, such as the following;

Alienation of land act (68 of 1981)
 Basic conditions of employment act (75 of 1997)
 Companies act (61 of 1973)
 Compensation for occupational injuries & diseases act (130 of 1993)
 Employment equity act (55 of 1998)
 Financial services board act (97 of 1990)
 Income tax act (58 of 1962)
 Labour relations act (66 of 1995)
 Occupational health and safety act (85 of 1993)
 Promotion of equality and prevention of unfair discrimination act (4 of 2000)
 Regional services councils act (109 of 1985)
 Short term insurance act (53 of 1998)
 Skills development act (97 of 1998)
 Skills Development Levies act (9 of 1999)
 South African Qualifications Authority act (58 of 1995)
 VAT act (89 of 1991)

The Information officer will take into considerations section 8 of the manual to decide on whether or not access to any of the information stated above should be given to the requester.

6 DECISION-MAKING PROCESS

- 6.1 In terms of Section 55, the information officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the information officer must notify the requestor by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed to be a refusal of the request. If, however, the record is later found, the requestor must be given access if the request would otherwise have been granted.
- 6.2 Section 56 provides that the information officer must within 30 days of receipt of a correctly completed request notify the requestor of the decision as to whether or not to grant the request. If the request is:
- Granted: the notification must state the applicable access fee required to be paid, together with the procedure to be followed should the requestor wish to apply to court against such fee, and the form in which access will be given.
 - Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requestor wish to apply to court against the decision.
- 6.3 The information officer may extend the period of 30 days by a further period not exceeding 30 days if:
- the request is for a large number of records or requires a search through a large number of records;
 - the request requires a search for records located in a different office of the private body not situated in the same city;
 - consultation between divisions of the private body, or with another private body is required; or
 - the requestor consents to the extension.

The requestor must be notified within the initial 30 day period in writing of the extension, together with reasons therefor, and the procedure involved should the requestor wish to apply to court against the extension.

The information officer's failure to respond to the requestor within the 30 day period constitutes a deemed refusal of the request.

- 6.4** Section 59 provides that the information officer may sever a record and grant access only to that portion which the law does not prohibit access to.

If access is granted, access must be given in the form that is reasonably required by the requestor, or if the requestor has not identified a preference, in a form reasonably determined by the information officer.

7 THIRD PARTIES

If the request is for a record pertaining to a third party, the information officer must take all reasonable steps to inform that third party of the request. This must be done within 21 days of receipt of the request. The manner in which this is done must be in the fastest means reasonably possible, but if orally, the information officer must thereafter give the third party a written confirmation of the notification. The third party may within 21 days thereafter either make representation to the private body as to why the request should be refused, alternatively grant written consent to the disclosure of the record. The third party must be advised of the decision taken by the information officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 days after the notice.

8 GROUNDS FOR REFUSAL OF A REQUEST

Notwithstanding compliance with section 50, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, namely:

- 8.1** Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions to this.
- 8.2** Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- trade secrets;
 - financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
 - information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.
- The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.
- 8.3** Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4** In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- endanger the life or physical safety of an individual;
 - prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property

- The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5** Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6** Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. Preworx may refuse access to a record if the record:
- contains trade secrets of Preworx
 - contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of Preworx
 - contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice Preworx in commercial competition; or
 - consists of a computer program owned by Preworx

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 8.7** Section 69 prohibits the disclosure of information about research where disclosure is likely to expose the third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to Preworx itself.

Notwithstanding any of the above-mentioned provisions, section 70 provides that a record must be disclosed if its disclosure would:

- reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and
- if the public interest in the disclosure clearly outweighs the harm.

9 RIGHTS OF APPEAL

A requestor that is dissatisfied with the information officer's refusal to grant access to any information may, within 30 days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request may, within 30 days of notification of the decision, apply to court for relief.

It should be noted that notwithstanding any provision in this Act, the court may examine the record(s) in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record(s).

The court is empowered to grant any order that is just and equitable.

**KNOWLES HUSAIN LINDSAY INCORPORATED ("KHL")
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT,
NO. 2 OF 2000 ("the Act")**

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from KHL as contemplated in terms of the Act. The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public. Any requestor is advised to contact Martin Marx should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from KHL.

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

"the Act"	shall mean the Promotion of Access of Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of KHL from time to time;
"Knowles Husain Lindsay Incorporated or KHL"	a firm of attorneys structured as an incorporated company, which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	the financial manager of KHL has been appointed as the Information Officer of KHL, to whom requests for information in terms of the Act should be addressed.

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

Name of body:	Knowles Husain Lindsay Incorporated
Directors :	R Codron, T Dalrymple, RA Elliott, DGO Ellis, PL Ferreira, MJ Husain EN Knowles, IV Lindsay, MT Matsau, G Simon
Appointed Information Officer	Mr Martin Marx
Address :	4 th Floor, The Forum, 2 Maude Street, cnr. Fifth Street, SANDTON
Postal Address :	P O Box 782687 Sandton 2146
Telephone :	011 269 7909
Fax :	011 883 7518
E-mail :	mfm@khl.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 by no later than August 2003.

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

PAIA Unit	Telephone :	011 484 8300
The Research and Documentation Department	Fax :	011 484 0582 / 1360
Private Bag X2700	E-mail :	PAIA@sahrc.org.za
HOUGHTON	Website :	www.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)**

KHL keeps information / documents in accordance with the following legislation (please note this is not an exhaustive list):

- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Copyright Act, No. 98 of 1978
- Attorneys Act, No. 53 of 1979
- Regional Services Councils Act, No. 109 of 1985
- Valued Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, no. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

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

6. **DOCUMENTS / INFORMATION HELD BY KHL IN TERMS OF THE ACTION (Section 51(1)(e) of the Act)**

KHL holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of KHL;
- 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);
- Stand Employment Contracts;
- KHL's Personnel Report, Employment Equity Report, Skills Development Report;
- Human Resources (personal information of past, present and prospective employees and partners/directors);
- List of trademarks and pending applications;
- Insurance policies;
- Rules and regulations pertaining to the KHL provident fund;
- Wills, codicils and other like documents held in security on behalf of clients and others,

The KHL website address is www.khl.co.za and it is accessible to anyone with access to the Internet. It contains a detailed profile on KHL and brief résumés of each of its directors, the firm's contact particulars, services and fields of expertise and details of the firm's professional staff.

It is recorded that any and all documents/information requested pertaining to the aforesaid will only be made available to a requestor subject to the provisions of the Act. None of the information held by KHL 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 KHL, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of KHL.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*. 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 structure can be obtained on the SAHRC website, or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) - under "regulations".

**KLAGSBRUN DE VRIES INC
ATTORNEYS**

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

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1. INTRODUCTION:-

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from KLAGSBRUN DE VRIES INC as contemplated in terms of the Act.

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

Any requestor is advised to contact MR. ANDRÉ DE VRIES should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from KLAGSBRUN DE VRIES INC.

The following words will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of KLAGSBRUN DE VRIES INC from time to time;

"Klagsbrun de Vries Inc"	shall mean KLAGSBRUN DE VRIES INC Attorneys, structured as a incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
Information Officer"	A senior partner of KLAGSBRUN DE VRIES INC has been appointed as the Information Officer of KLAGSBRUN DE VRIES INC, to which requests for information in terms of the Act, should be addressed and in this case is ANDRÉ DE VRIES.

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

Name of body :	KLAGSBRUN DE VRIES INCORPORATED
Director and appointed Information Officer:	Mr. André De Vries
Address:	3 RD Floor-Hatfield Plaza 1122 Burnett Street Hatfield, PRETORIA
Postal address:	P.O. BOX 294 HATFIELD 0083
Telephone:	(012) 362-2280
Fax:	(012) 362 1301 (012) 362 5982
E-mail:	<u>kdv@global.co.za</u>

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (SECTION 51(1)(b) OF THE 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 SARCH.

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

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone	+27 11 484 8300
Fax:	+27 11 484 0582/1360
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

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):-

KLGSBRUN DE VRIES INC keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension funds Act, Nr. 24 of 1956;
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act. Nr. 98 of 1978
- Attorneys Act. Nr. 53 of 1979

- Regional Services Councils Act. Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act. Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act. Nr. 55 of 1998 (Section 26)
- Skills Development Act. Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act. Nr. 63 of 2001

As they are of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS/INFORMATION HELD BY KLAGSBRUN DE VRIES INC IN TERMS OF THE ACT (Section 51(1)(e) of the Act):-

KLAGSBRUN DE VRIES INC holds the information/documents listed herein below:-

- Details relating to the operational, commercial and financial interests of KLAGSBRUN DE VRIES INC;
- 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) These documents are privileged and not available to third parties in terms of the Act without the prior written approval of the client or after the third party has obtained a Court Order, in terms of which Klagsbrun de Vries Inc is obliged to furnish the information.
- Standard Employment Contracts
- Employment Equity Report;
- Skills Development Report;
- KLAGSBRUN DE VRIES INC Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies
- Rules and regulations relating to the pension fund

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 and subject to the proviso of professional privileged as set out herein above. None of the information held by KLAGSBRUN DE VRIES INC 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 KLAGSBRUN DE VRIES INC, free of charge.
- 8.2 Copies of the manual may also be obtained, subject to the prescribed fees, at the offices of KLAGSBRUN DE VRIES INC.
- 8.3 It should be noted that the manual accessible as set out herein before and in the Government Gazette, does not contain request forms or fee structure. The request forms and fee structure 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").

CODE: INFORMATION MANUAL



PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

A copy of the manual will be available for inspection at Imperial Holdings Head Office and is available on the company website at www.imperial.co.za

INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 ("the Act") was enacted on 3 February 2000. The purpose of this legislation is to address Section 32(2) of the Constitution, which provides that any person has a right to gain access to any information held by a public or private body. If the record is requested from a private body the requester needs to prove that the record is required for the exercise or protection of a right.

One of the main requirements specified in the Act is the compilation of a manual by 28 February 2003 that provides information on both the types and categories of records held by the public or private body. In terms of the Act a private body includes any former or existing juristic person. Therefore Imperial Holdings Limited is regarded as a "private body" and both the manual and requirements regarding access must be in compliance with the provisions of the Act relevant to private bodies.

This document serves as the Imperial Holdings Limited and its subsidiaries manual in terms of the Act to provide a reference as to the records held and the process that needs to be followed to request access to such records.

COMPANY OVERVIEW

Imperial Holdings Limited (hereinafter referred to as "Imperial" or "the Group") was established in 1946 as a single service station in Johannesburg. It has since grown into a large diversified, yet focused group. The Group is involved in the wider transportation and mobility markets in Southern Africa and more recently Europe and the United Kingdom. The Group's activities in these markets encompass a wide range of related sales and services, including car rental and tourism, transportation and trucking, vehicle and forklift leasing, logistics and fleet management outsourcing, vehicle importation and distribution, aviation sales and leasing and a comprehensive related financial services arm supplying banking and short-term and life insurance product to these markets.

SCOPE OF THE MANUAL

The scope of this manual will exclude Imperial operations outside the borders of the Republic of South Africa and will serve to provide a reference regarding the records held by the following South African operating divisions of the Group.

- Imperial Head Office
- Insurance
- Leasing and fleet management
- Aviation leasing
- Logistics and transport
- Car rental and tourism
- Distributorships
- Motors vehicle dealerships

ADMINISTRATION OF THE ACT

The Chief Executive Officer (CEO) of the Group has duly authorised the contact person as detailed per division below to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner.

GUIDE FOR REQUEST ON HOW TO USE THE ACT

The Human Rights Commission (HRC) is responsible for compiling a guide that will facilitate ease of use of the Act for requester. The Guide will be available from the South African Human Rights Commission, by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission
 PAIA Unit
 The Research and Documentation Department
 Postal address: Private Bag X2700, Houghton, 2041
 Phone number: +27 (11) 484-8300
 Fax number: +27 (11) 484-0582
 Email: PAIA@sahrc.org.za
 Website: www.sahrc.org.za

AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

Records lodged in terms of Government requirements with various statutory bodies, including the Registrar of Companies.

RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Records are available in accordance with the following legislation:

- Atmospheric Pollution Prevention Act No. 45 of 1965;
- Aviation Act No. 74 of 1962;
- Basic Conditions of Employment Act No. 75 of 1997;
- Long Term Insurance Act No. 52 of 1998;
- Medical Schemes Act No. 131 of 1998;
- Mutual Banks Act No. 124 of 1993;

- Companies Act No. 61 of 1973;
- Compensation of Occupational Injuries and Health Diseases Act No.130 of 1993;
- Consumer Affairs Act No. 71 of 1988;
- Copyright Act No. 98 of 1978;
- Credit Agreements Act No. 75 of 1980;
- Currency and Exchanges Act No. 9 of 1933;
- Customs and Excise Act No. 91 of 1964;
- Employment Equity Act No. 55 of 1998;
- Financial Advisory and Intermediary Services Act No. 37 of 2002;
- Financial Intelligence Center Act No. 38 of 2001
- Financial Markets Control Act No. 55 of 1989;
- Harmful Business Practices Act No. 23 of 1999;
- Hazardous Substances Act No. 15 of 1973;
- Health Act No. 63 of 1977;
- Income Tax Act No. 58 of 1962;
- Insolvency Act No. 24 of 1936;
- Insurance Act No. 27 of 1943;
- Intellectual Property Laws Amendments Act No. 38 of 1997;
- Labour relations Act No 66 of 1995;
- Land Survey Act 8 of 1997;
- National Payment Systems Act No. 78 of 1998;
- Occupational Health and Safety Act No.85 of 1993;
- Pension Fund Act No. 24 of 1956.
- Prescription Act No. 68 of 1969;
- Professional Engineers Act No. 81 of 1968;
- Protection of Businesses Act No. 99 of 1978;
- Regional Services Councils Act No. 109 of 1985;
- Road Transport Act No. 74 of 1977;
- Second Hand Goods Act No. 23 of 1955;
- 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;
- Stock Exchange Control Act No. 1 of 1985;
- Trade Marks Act No. 194 of 1993.
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 30 of 1966;
- Usury Act No. 73 of 1968;
- Value-Added Tax Act No. 89 of 1991;

RECORD SUBJECT AND CATEGORIES – IMPERIAL HOLDINGS HEAD OFFICE

The Imperial Holdings Head Office maintains financial and management accounts, provides tax advice on all aspects of taxation and performs company secretarial services to the Group. The main categories of records maintained by Imperial Holdings Head Office are as follows:

- Statutory Records
- Administrative Records
- Transactional Documents
- Departmental Administration Records
- Quoted Company Records
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Contact person: Russell Mumford
 Postal address: P.O. Box 3013, Edenvale, 1610
 Physical address: 140 Boeing Road East, Elma Park, Edenvale, 1609
 Phone Number: +27 (11) 453-0945
 Fax Number: +27 (11) 453-0960

RECORD SUBJECT AND CATEGORIES – INSURANCE DIVISION

The Insurance Division comprises of Regent Insurance Company Limited and Regent Life Assurance Company Limited. The Insurance Division records comprise the following main categories.

- Statutory Records
- Administrative Records
- Research Records
- Transactional Documents
- Long Term Insurance Actuarial Records
- Departmental Administration Records
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records

- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Trademarks
- Long Term Insurance documentation and Returns
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records
- Financial Services Board Records and Correspondence
- Registrar of Insurance Correspondence
- Life Offices Association Records and Correspondence
- System Records
- Long Term Insurance Products Related Records
- Certificates
- Reinsurance Treaties
- Broker Suretyships

Regent Insurance Company Limited

Contact person: Hennie van Staden
 Postal address: P O Box 674, Edenvale, 1610
 Physical address: 146 Boeing Road, Elma Park, Edenvale, 1609
 Phone Number: +27 (11) 879 5000
 Fax Number: +27 (11) 453 1122

Regent Life Assurance Company Limited

Contact person: Stefanie Stuart
 Postal address: P O Box 4155, Edenvale, 1610
 Physical address: 6 E Herman Street, Cnr Corobrik Street, Meadowdale, 1609
 Phone Number: +27 (11) 878-1000
 Fax Number: +27 (11) 453-5337

RECORD SUBJECT AND CATEGORIES – LEASING AND FLEET MANAGEMENT DIVISION

The Leasing and Fleet Management Division comprises of Imperial Fleet Services and related companies and Saficon Industrial Equipment and related companies. The Leasing and Fleet Management Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records

- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Imperial Fleet Services (Pty) Ltd, RTG Fleet Services (Pty) Ltd, Pemberley Fleet Services (Pty) Ltd, Ukhamba Fleet Services a division of Ukhamba Investment (Pty) Ltd, Amasondo Fleet Services (Pty) Ltd, Cattle Egret (Pty) Ltd trading as Imperial Fleet Services Eastern Cape, Hyper Car, Fleet Support Services (Pty) Ltd.

Contact person: Chris Du Toit
 Postal address: P O Box 1049, Isando, 1600.
 Physical address: 9 Brewery Road Isando, 1600.
 Phone Number: +27 (11) 977-8000
 Fax Number: +27 (11) 977-8306

Saficon Industrial Equipment and related companies

Contact person: Mark Whyte
 Postal address: PO Box 982, Isando, 1600
 Physical address: 11 Gross Street, Tunney Industrial Estate, Elandsfontein,
 Phone Number: +27 (11) 974-2721
 Fax Number: +27 (11) 974-7227

RECORD SUBJECT AND CATEGORIES – AVIATION LEASING DIVISION

The Aviation Leasing Division comprises of SAFAIR and related companies and NAC and related companies. The Aviation Leasing Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

SAFAIR and related companies

Contact person: André Coetzer
 Postal address: P O Box 938, Kempton Park, 1620.
 Physical address: Bonaero Drive, Bonaero Park, 1619.
 Phone Number: +27 (11) 928-0071
 Fax Number: +27 (11) 395-1315

NAC and related companies

Contact person: Hennie Smit
 Postal address: P O Box 293 Lanseria Airport, Lanseria, 1748
 Physical address: Hangar 104C, Lanseria Airport, Lanseria, 1748
 Phone Number: +27 (11) 267-5553
 Fax Number: +27 (11) 267-5054

RECORD SUBJECT AND CATEGORIES – LOGISTICS AND TRANSPORT DIVISION INCLUDING ALL THE SUBSIDIARY COMPANIES

The Logistics and Transport Division comprises of Imperial General Freight, Warehousing and Logistics; Imperial Bulk and Forestry; Imperial Consumer Logistics and Megafreight Services (PTY) LTD. The Logistics and Transport Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Imperial General Freight, Warehousing and Logistics; Imperial Bulk and Forestry; Imperial Consumer Logistics

Contact person: Christie Els
 Postal address: PO Box 688, Germiston 1400.
 Physical address: Goldfields Logistics Park, 10 Refinery Road, Driehoek, Germiston.
 Phone Number: +27 (11) 876 3602
 Fax Number: +27 (11) 873 1874

ImperiLog Ltd and Subsidiary Companies

Contact person: George de Beer
 Postal address: P O Box 7320, Halfway House, 1685
 Physical address: Unit 5, Gallagher Place South, Cnr. Richards Drive & Suttie Road, Midrand.
 Phone Number: +27 (11) 312 2233
 Fax Number: +27 (11) 315 0256

Megafreight Services (PTY) LTD

Contact person: Kevin Fall
 Postal address: PO Box 3053, Kempton Park, 1620.
 Physical address: 25 Jones Road, Jet Park, Boksburg.
 Phone Number: +27 (11) 971 1064
 Fax Number: +27 (11) 971 1010

RECORD SUBJECT AND CATEGORIES – CAR RENTAL AND TOURISM DIVISION

The Car rental and tourism Division comprises of Imperial Car Rental, Tempest-Sixt Car Hire, Europcar, Khaya Car Hire and Swans Rent A Car, Holiday Auto, Auto Pedigree, Springbok Atlas, Grosvenor Tours, Atlas Tours Management, Eastgate Safaris and Transfers, Gold Reef Guides, Imperial Chauffeur Drive, Tourism Holdings Rental S.A. (Pty) Ltd trading as Maui Britz, Executive Carports, Car Hire Brokers, Royal Administrators (Pty) Ltd, Imperial Auto Body, Imperial Panelshops and Tourism Investment Corporation Limited. The Car rental and tourism Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents

- Technical Records
- Departmental Administration Records
- Technical Publications
- Quoted Company Records
- Tax Records
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Imperial Car Rental, Tempest-Sixt Car Hire, Europcar, Khaya Car Hire and Swans Rent A Car, Holiday Auto, Auto Perfignee, Springbok Atlas, Grosvenor Tours, Atlas Tours Management, Eastgate Safaris and Transfers, Gold Reef Guides, Imperial Chauffeur Drive, Tourism Holdings Rental S.A. (Pty) Ltd trading as Maui Britz, Executive Carports, Car Hire Brokers, Royal Administrators (Pty) Ltd, Imperial Auto Body, Imperial Panelshops

Contact person: Nico Bell
 Postal address: P O Box 2217, Edenvale, 1610
 Physical address: 5 Boeing Road East, Elma Park
 Phone Number: +27 (11) 458 7671
 Fax Number: +27 (11) 458 7682

Tourism Investment Corporation Limited

Contact person: Ian Hay
 Postal address: P O Box 785719, Sandton, 2146
 Physical address: Moorgate, Dunkeld Park, 6 North Road, Dunkeld West, Johannesburg
 Phone Number: +27 (11) 325 7040
 Fax Number: +27 (11) 325 7054

RECORD SUBJECT AND CATEGORIES – DISTRIBUTORSHIPS DIVISION

The Distributorships Division comprises of Associated Motor Holdings (Pty) Ltd including the following franchises, Bentley, Daihatsu Hyundai, MG Rover, SsangYong, Tyco Trucks and Lectrolite. The Distributorships Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Government Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents
- Trademarks
- Insurance Records

- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Associated Motor Holdings (Pty) Ltd including the following franchises, Bentley, Daihatsu Hyundai, MG Rover, SsangYong

Contact person: Harvey Adler
 Postal address: P O Box 1719, Edenvale, 1610
 Physical address: 138 Van Riebeeck Avenue, Edenvale, 1609
 Phone Number: +27 (11) 723 1000
 Fax Number: +27 (11) 452 6179

Tyco Trucks

Contact person: Warren Phillips
 Postal address: P O Box 15126, Wadeville, 1422
 Physical address: Cnr Osborne and Dekema Roads, Wadeville
 Phone Number: +27 (11) 827 1333
 Fax Number: +27 (11) 827 1488

Lectrolite

Contact person: Mary Overweg
 Postal address: P O Box 8038, Elandsfontein, 1406
 Physical address: Wankel Street, Jet Park Ext. 1
 Phone Number: +27 (11) 397 4070
 Fax Number: +27 (11) 397 3067

RECORD SUBJECT AND CATEGORIES – MOTOR VEHICLE DEALERSHIPS DIVISION

The Motors Vehicle Dealerships Division comprises of Auto Helderberg BMW, Auto Niche, Auto Supreme, Autopark Motors, Barnes Motors, Bloemfontein Delta, Boulevard Delta, Brian Porter Motors Head Office, Broderick Motors, Cargo Motors, Cosmos Airwaves, Elcher, Germiston Motors, Honda East Rand Mall, Honda Westside, Hunters Delta, Hyundai Polokwane, Hycapex Hyundai, Imperial Group BMW Division, Imperial Motors, Imperial Nissan and Fiat, Imperial Trucks, Intercity Delta, Kia Cape Town, Kia Polokwane, Kimberley Hyundai, Kimberley Kia, Kimberley Renault, Kuisriver Motor Complex, Land Rover Bloemfontein, Lindsay Saker Central Gauteng, Lindsay Saker Country Areas, Lindsay Saker East, Magnis Nissan, Martin Jonker Motors, Mercurius Motors, MG Rover, Phoenix Motors, Port Delta, Porter Motors Kempton Park, Porters Auto, Premier Motor Holdings - Divisional Office, Robbys Motor Spares, Royce Love Motors, Schus Parow, Sovereign Motors Bloemfontein, Sovereign Motors Kimberley, Stellenbosch Motors, Urgent Discount Motor Spares, Van Zyl's Spring Works, Vereeniging BMW, Vereeniging Delta, and Volks Motors. The Motors vehicle dealerships Division records comprises the following main categories.

- Statutory Records
- Administrative Records
- Research Records
- Transactional Documents
- Technical Records
- Departmental Administration Records
- Technical Publications
- Vat Records
- Contracts and Agreements
- General Correspondence
- Employee Records
- General HR Policies and Procedures
- Training Records
- Pension Records
- Employee Benefit Records
- Labour Relations Records
- Employment Equity Records
- Employee Contracts
- Employee Performance Records
- General SHE Records
- Patents & Trademarks
- Insurance Records
- Building and Property Records
- General Administration Records
- Working Papers
- Investment Records
- Management Reports
- Share Register Records
- Accounting Records
- Minutes of Meetings
- Operational Records

Auto Helderberg BMW, Auto Niche, Auto Supreme, Germiston Motors, Hyundai Polokwane, Hunters Delta, Imperial Group BMW Division, Intercity Delta, Kia Polokwane, Kimberley Hyundai, Kimberley Kia, Kimberley Renault, Land Rover Bloemfontein, Porter Motors Kempton Park, Premier Motor Holdings - Divisional Office, Sovereign Motors Bloemfontein, Sovereign Motors Kimberley, Autopark Motors, Bloemfontein Delta, Boulevard Delta, Vereeniging BMW, Vereeniging Delta.

Contact person: Kobus Stander
 Postal address: P.O. Box 571, Germiston, 1400
 Physical address: Gillooly's View, Block C, 2nd Floor, Osborne Lane, Bedfordview, 2007
 Phone Number: +27 (11) 615-7887
 Fax Number: +27 (11) 615-7898

Brian Porter Motors Head Office, Cosmos Airwaves, Hycapex Hyundai, Kia Cape Town, Kuilsriver Motor Complex, Port Delta, Porters Auto, Robbys Motor Spares, Urgent Discount Motor Spares.

Contact person: Lance Schkolne
 Postal address: P O Box 51, Rondebosch, 7701
 Physical address: Porter House, Belmont Road, Rondebosch, 7700
 Phone Number: +27 (21) 689-4711
 Fax Number: +27 (21) 689-1576

Honda East Rand Mall, Honda Westside and Mercurius Motors

Contact person: Billy Kruger
 Postal address: P O Box 547, Kempton Park, 1620
 Physical address: Jet Park Road, Jet Park, Isando, 1600
 Phone Number: +27 (11) 397-3270
 Fax Number: +27 (11) 397-3288

Cargo Motors

Contact person: Sharon Schutte
 Postal address: P O Box 8209, Johannesburg, 2000
 Physical address: Divisional Office - Cnr. Maritzburg Street and Droste Cr, Droste Park
 Phone Number: +27 (11) 405-2800
 Fax Number: +27 (11) 405-2848

Barnes Motors, Broderick Motors, Lindsay Saker Country Areas, Phoenix Motors, Royce Love Motors, Stellenbosch Motors, Volks Motors

Contact person: Isabel van Rensburg
 Postal address: P O Box 1842, Bloemfontein, 9300
 Physical address: 53 Church Street, Bloemfontein, 9301
 Phone Number: +27(51) 447-8811
 Fax Number: +27(51) 447-0548

Lindsay Saker Central Gauteng, Imperial Nissan and Fiat, Intercity Motors, Lindsay Saker East, Magnis Pretoria, Martijn Jonker Motors, Royce Love Motors, Schus Group

Contact person: Gert Koekemoer
 Postal address: P O Box 4620, Edenvale, 1610
 Physical address: 12 Wellington Street, Rhodesfield, Kempton Park
 Phone Number: +27 (11) 570-8463
 Fax Number: +27 (11) 570-8464

Imperial Motors, Imperial Trucks, Van Zyl's Spring Works

Contact person: Phil Eager
 Postal address: P O Box 33222, Jeppestown, 2043
 Physical address: 271 Commissioner Street, Jeppestown, 2043.
 Phone Number: +27 (11) 334-6333
 Fax Number: +27 (11) 334-5842

ACCESS REQUEST PROCEDURE

The purpose of this Section 51(1)(e) of the Act is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to a record held by the Group.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of a request from does not automatically allow the requester access to the requested record.

Note:

If it is reasonably suspected that the requester has obtained access to the Group's records through the submission of materially false or misleading information, legal action may be instituted against such requester.

Completion of Access Request Form

In order for the Group to respond to a request in a timely manner the Access Request Form should be completed, taking due cognizance of the following Instructions on Completion of Forms:

1. The Access Request Form must be completed in the English language.
2. Type or print in BLOCK LETTERS an answer to every question.
3. If a question does not apply, state "N/A" in response to that question.
4. If there is nothing to disclose in reply to a particular question state "NIL" in response to that question.
5. If there is insufficient space on a printed form in which to answer a question additional information may be provided on an additional folio
6. When the use of an additional folio is required, precede each answer thereon with the title applicable to that question.

Submission of Access Request Form

The completed Access Request Form must be submitted either via conventional mail or fax and must be addressed to the contact person indicated in this document for the particular areas of business noted on pages 3 to 13.

An initial, **non-refundable R57.00 request fee** is payable on submission. This fee is **not applicable** to Personal Requesters, referring to any person seeking access to records that contain their personal information.

Payment of Fees

Payment details can be obtained from the contact person as indicated in this document and payment can be made by either direct deposit or by bank guarantee cheque (no credit card payments are accepted). Proof of payment must be supplied.

Note:

If the request for access is successful an access fee will be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees. The access fee must be paid prior to access being given to the requested record.

Notification

Requesters will be evaluated and the requester notified, within 30 days of receipt of the completed Access Request Form. Notification may include:

Notification Of Extension Period (if required)

The requesters may be notified whether an extension period is required for the processing of their requests including:

- i. The required extension period, which will not exceed an additional 30 days;
- ii. Adequate reasons for the extension; and
- iii. Notice that the requester may lodge an application with a court against the payment of the deposit and the procedure including the period, for lodging the application.

Payment of Deposit (if applicable)

The requester may be notified whether a deposit is required. A deposit will be required depending on certain factors such as the volume and/or format of the information requested and the time required for search and preparation of the record(s). The notice will state:

- i. The amount of the deposit payable (if applicable); and
- ii. That the requester may lodge an application with a court against the payment of the deposit and the procedures including the period, for lodging the application.

Please note:

In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Decision on Request

If no extension period or deposit is required the requesters will be notified within 30 days of the decision on their requests.

If the request for access to a record is successful the requester will be notified of the following:

- i. The amount of the access fee payable upon gaining access to the record (if any);
- ii. An indication of the form in which the access will be granted;
- iii. Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure including the period for lodging the application.

If the request for access to a record is not successful the requester will be notified of the following:

- i. Adequate reasons for the refusal (refer to Third Party Information and Grounds for Refusal below); and
- ii. That the requester may lodge an application with a court against the refusal of the request and the procedure including the period, for lodging the application.

Third Party Information

If access is requested to a record that contains information about a third party, the Group is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting access or by providing reasons why the access should be denied.

In the event of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

Grounds for Refusal

The Group may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which the Group may refuse access include:

- i. Protecting personal information that the Group hold about a third person (who is a natural person) including a deceased person, from unreasonable disclosure;
- ii. Protecting commercial information that the group holds about a third party or the Group (for example trade secret, financial, commercial, scientific or technical information that may harm the commercial or financial interests of the organization or the third party);
- iii. If disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- iv. If disclosure of the record would endanger the life or physical safety of an individual;
- v. If disclosure of the record would prejudice or impair the security of property or means of transport;
- vi. If disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- vii. If disclosure of the record would prejudice or impair the protection of the safety of the public;
- viii. The record is privileged from production in legal proceedings, unless the legal privilege has been waived
- ix. Disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Group;
- x. Disclosure of the record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- xi. The record is a computer programme; and
- xii. The record contains information about research being carried out or about to be carried out on behalf of a third party or the Group.

Records that cannot be found or do not exist

If the Group has searched for a record and it is believed that the record does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

**ROOTH & WESSELS VANDERBIJLPARK INCORPORATED
t/a ROTH & WESSELS VAAL ATTORNEYS**

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from Rooth & Wessels Vaal as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr PGS Uys Snr should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Rooth & Wessels Vaal.

The following words will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access to Information Act, Nr 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Rooth & Wessels Vaal from time to time;
"Rooth & Wessels Vaal"	shall mean Rooth & Wessels Vanderbijlpark Incorporated, structured as an incorporated company which renders legal services including legal advice and legal representations to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;

"Information Officer" The chairman of the board of directors of Rooth & Wessels Vaal has been appointed as the Information Officer of Rooth & Wessels Vaal, 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:	Rooth & Wessels Vanderbijlpark Incorporated t/a Rooth & Wessels Vaal
Director and appointed Information Officer:	PGS Uys Snr
Address:	Rooth & Wessels Vaal 22 Attie Fourie Street Vanderbijlpark
Postal address:	P O Box 21 Vanderbijlpark, 1900
Telephone:	016 933 0081
Fax:	016 981 0704
E-mail:	piet@rwattorneys.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
The Research and Documentation Department
Private Bag X2700
HOUGHTON
2041

Telephone:	+27 11 484 8300
Fax:	+27 11 484 0582/1360
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

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)

Rooth & Wessels Vaal keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

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

6. DOCUMENTS/INFORMATION HELD BY ROTH & WESSELS VAAL IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Rooth & Wessels Vaal holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of Rooth & Wessels Vaal
- 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
- Skills Development Report
- Rooth & Wessels Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies
- Rules and regulations relating to the pension fund

It is recorded that any and all documents/information requested pertaining to the aforesaid to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Rooth & Wessels Vaal 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 Rooth & Wessels Vaal, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Rooth & Wessels Vaal.
- 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 in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

DUAL INTAKE INVESTMENTS 3 (PTY) LIMITED

(Registration Number 2000/010273/07)

Overview

Dual Intake Investments 3 (Pty) Ltd is a private Company which owns immovable property and Share Investments.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer: Dual Intake Investments 3 (Pty) Ltd

Postal addresses: P.O. Box 1306
RANT-EN-DAL
1751
South Africa

1st Floor North West Wing
SA Eagle House
1 Ockerse Street
KRUGERSDORP 1739

Telephone: +27 11 660 1322

Facsimile: +27 11 660 5913

E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission
Private Bag 2700
HOUGHTON 2041

Telephone: +27 11 484 8300
Facsimile: +27 11 484 0582
Website: <http://www.sahrc.org.za>
E-mail: paia@sahrc.org.za

3. Categories of Records available without having to request access

Section 51 (1)(c)

No notice of such records has been made to the Minister.

4. Records available

For purposes of this Manual and the Act, the Records held by Dual Intake Investments 3 (Pty) Limited are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d) including but not limited to:

- The Companies Act of 1973
- The Income Tax Act of 1962
- Regional Services Councils Act of 1985

4.2. Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the

commercial and financial interests of Dual Intake Investments 3 (Pty) Limited including but not limited to its financial records, commercial contracts with third parties and its business systems, records and procedures, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. Section 53

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body, either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and the necessary particulars to be so informed.
- 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will then make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed Section 51(1)(f)

Not applicable.

6. Availability of the Manual Section 51(3)

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Dual Intake Investments 3 (Pty) Limited.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure is not required.

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000 (THE ACT)**

SECTION 51 MANUAL

ARANDA TEXTILES PROVIDENT FUND

(Registration Number 12/8/31888/1)

Overview

Aranda Textiles Provident Fund is a Pension Fund as defined in the Pension Funds Act of 1956.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:

The Information Officer: Aranda Textiles Provident Fund

Postal addresses: P.O. Box 1306	1 st Floor North West Wing
RANT-EN-DAL	SA Eagle House
1751	1 Ockerse Street
South Africa	KRUGERSDORP 1739
Telephone: + 27 11 660 1322	
Facsimile: + 27 11 660 5913	E-mail: info@rcpalk.co.za

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission	Telephone: +27 11 484 8300
Private Bag 2700	Facsimile: +27 11 484 0582
HOUGHTON 2041	Website: http://www.sahrc.org.za
	E-mail: paia@sahrc.org.za

**3. Categories of Records available without having to request access
Section 51 (1)(c)**

No notice of such records has been made to the Minister.

4. Records available

For purposes of this Manual and the Act, the Records held by Aranda Textiles Provident Fund are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d) including but not limited to:

- The Pension Funds Act of 1956
- The Registered Rules of the Fund
- The last Audited Financial Statements prepared in terms of the Pension Funds Act of 1956

4.2 Other records Section 51 (1)(e)

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the

commercial and financial interests of Aranda Textiles Provident Fund including but not limited to its member base, financial records, its business records and procedures, and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. Section 53

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body, either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and the necessary particulars to be so informed.
- 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed Section 51(1)(f)

Not applicable.

6. Availability of the Manual Section 51(3)

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Aranda Textiles Provident Fund.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure and forms is not required.

PROMOTION OF ACCESS TO INFORMATION ACT ACT 2 OF 2000 (THE ACT)

SECTION 51 MANUAL

GREENIB (PROPRIETARY) LIMITED

(Registration Number 1975/07/01)

Overview

Greenib (Pty) Limited is a private Company which owns immovable property.

1. Particulars in Terms of Section 51 (1)(a)

Contact Details:
The Information Officer:
Postal addresses: P.O. Box 1306
RANT-EN-DAL
1751
South Africa
Telephone: +27 11 660 1322
Facsimile: +27 11 660 5913
E-mail: info@rcpalk.co.za

Greenib (Pty) Limited
1st Floor North West Wing
SA Eagle House
1 Ockerse Street
KRUGERSDORP 1739

2. The Guide as Described in Section 10 Section 51(1)(b)

The guide on how to use the Act will be available from the Human Rights Commission. Please direct any queries to:

The Human Rights Commission
Private Bag 2700
HOUGHTON 2041
Telephone: +27 11 484 8300
Facsimile: +27 11 484 0582
Website: <http://www.sahrc.org.za>
E-mail: pala@sahrc.org.za

3. Categories of Records available without having to request access Section 51 (1)(c)

No notice of such records has been made to the Minister.

4. Records available For purposes of this Manual and the Act, the Records held by Greenib (Pty)

Limited are categorised by the nature and content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, Section 51 (1)(d)

including but not limited to:

- The Companies Act of 1973
- The Income Tax Act of 1962
- Value Added Tax of 1991
- Regional Services Councils Act of 1985

4.2 Other records *Section 51 (1)(e)*

Operational records and information defined as information needed in the day-to-day running of the organisation such as records relating to the commercial and financial interests of Greenib (Pty) Limited including but not limited to its financial records, and its other business records and is generally of little or no use to persons outside the organisation.

4.3. How to Request a Record. *Section 53*

- The Act prescribes that the requester must use the prescribed form addressed to the head of the private body, either to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form, should indicate which form of access is required and also indicate if he or she wishes to be informed in any other manner and the necessary particulars to be so informed.
- 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.
- The requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. The Request Form must be signed.
- The head of the private body will then make a decision on the request and notify the requester (other than a personal requester), requiring the requester to pay the prescribed fee (if any) before further processing the request.
- Access and reproduction fees in respect of private bodies are prescribed in the Act and Regulations thereto.

5. Other Information as may be prescribed *Section 51(1)(f)*

Not applicable.

6. Availability of the Manual *Section 51(3)*

This manual is available from the South African Human Rights Commission (SAHRC) (see details above), and Greenib (Pty) Limited.

Note: In terms of the guidelines furnished by SAHRC, publication in the Government Gazette of the fees structure is not required.

JAC VAN NIEKERK AND PARTNERS INC ATTORNEYS ("JVN")**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, NR 2 OF 2000**

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1. INTRODUCTION

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

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

Any requestor is advised to contact Mr J I Van Niekerk, should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of information / documents from JVN.

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

- "the Act" shall mean the Promotion of Access to Information Act, Nr 2 of 2000, together with all relevant regulations published;
- "the/this manual" shall mean this manual, together with all annexures thereto as available at the offices of JVN from time to time;
- "JVN" shall mean JAC VAN NIEKERK & PARTNERS INC Attorneys, structured as a partnership/incorporated company, which renders legal services, including legal advice and legal representation to individual clients and businesses/organisations;
- "SAHRC" shall mean the South African Human Rights Commission;
- "Information Officer" the senior partner of JVN has been appointed as the Information Officer of JVN, to whom requests for information in terms of the Act, should be addressed.

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

Name of body: JAC VAN NIEKERK & PARTNERS INC

Partner and appointed
Information Officer: Mr J I Van Niekerk

Address: Block G
Hinghamfield Office Park
79 Boeing Road East
Bedfordview
2007

Postal address: P O Box 1500
Bedfordview
2008

Telephone: +27 11 454 2804/5/6

Fax: +27 11 454 2859

E-mail: van.niekerk@jacinc.co.za

Website address: Not applicable.

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
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582/1360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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)**

JVN keeps information / documents in accordance with the following legislation:

- Pension Funds Act, Nr 24 of 1956
- Income Tax Act, Nr 58 of 1962 (Section 75)
- Companies Act, Nr 61 of 1973
- Attorneys Act, Nr 53 of 1979
- Regional Services Councils Act, Nr 109 of 1985
- Value Added Tax Act, Nr 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr 130 of 1993 (Section 97)
- Labour Relations Act, Nr 66 of 1995
- Basic Conditions of Employment Act, Nr 75 of 1997 (Section 31)
- Skills Development Act, Nr 97 of 1998
- Skills Development Levies Act, Nr 9 of 1999
- Unemployment Insurance Act, Nr 63 of 2001

The above records, in so far as it being of a public nature, are available, without a person having to request access thereto, as envisaged in Section 52 of the Act, subject to:

- securing an appointment;
- giving of reasonable notice;
- payment of the prescribed fee for reproduction, in the event of any reproduction being required.

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

JVN holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of JVN
- 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
- Skills Development Report

- Human Resources (personal information of past, present and prospective employees and partners / directors)
- Insurance policies
- Rules and regulations relating to the pension fund

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 contained in this category and held by JVN, is automatically available, unless a person entitled thereto, requests access thereto, 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)

None.

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

- 8.1 This manual is available for inspection at the offices of JVN, free of charge;
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of JVN;
- 8.3 The manual can also be accessed on the website 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 structure 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").

JAC VAN NIEKERK EN VENNOTE INGELYF PROKUREURS ("JVN")**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN
ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT
INLIGTING, NO 2 VAN 2000**

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1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van JVN versoek word in terme van die Wet.

Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word.

'n Versoeker kan Mnr J I Van Niekerk kontak indien hy / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van JVN.

Woorde gebruik in die handleiding se betekenis is soos volg:

"die Wet" beteken die Wet op die Bevordering van Toegang tot Inligting, No 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;

"die handleiding" beteken hierdie handleiding, tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van JVN;

"JVN" beteken JAC VAN NIEKERK & VENNOTE ING Prokureurs, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee, asook regsverteenvoordiging aan individuele kliënte en besighede / organisasies;

"SAMK" beteken die Suid-Afrikaanse Menseregtekommissie;

"Inligtingsbeampte"

die senior vennoot van JVN is aangewys as die Inligtingsbeampte van JVN, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

2. KONTAKBESONDERHEDE (Artikel 51(1)(a) van die Wet)

Naam van liggaam: JAC VAN NIEKERK & VENNOTE ING

Vennoot en Inligtings-
beampte: Mnr J I Van Niekerk

Adres: Blok G
Hinghamfield Kantoorpark
Boeingweg Oos 79
Bedfordview
2007

Posadres: Posbus 1500
Bedfordview
2008

Telefoon: +27 11 454 2804/5/6

Faks: +27 11 454 2859

E-pos: van.niekerk@jacinc.co.za

Webblad: Nie van toepassing.

3. RIGLYN IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b) van die Wet)

In terme van die bepalings van Artikel 10 van die Wet, sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen, soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid
Navorsing- en dokumentasieafdeling
Privaatsak 2700
Houghton
2041

Telefoon: +27 11 484 8300

Faks: +27 11 484 0582/1360

Webblad: www.sahrc.org.za

E-pos: PAIA@sahrc.org.za

4. **KENNISGEWING(S) IN TERME VAN ARTIKEL 52(2) VAN DIE WET (Artikel 51(1)(c) van die Wet)**

Op hierdie stadium is geen kennisgewing(s) gepubliseer nie.

5. **INLIGTING / DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING (Eenheid 51(1)(d) van die Wet)**

JVN hou inligting / dokumente ingevolge die volgende wetgewing:

- Wet op Pensioenfondse, No 24 van 1956
- Inkomstebelastingwet, No 58 van 1962 (Artikel 75)
- Maatskappywet, No 61 van 1973
- Wet op Prokureurs, No 53 van 1979
- Wet op Streeksdiensterade, No 109 van 1985
- Wet op Belasting op Toegevoegde Waarde, No 89 van 1991 (Artikel 65)
- Wet op Beroepsgesondheid en -veiligheid, No 85 van 1993
- Wet op Vergoeding vir Beroepsbeserings en -siektes, No 130 van 1993 (Artikel 97)
- Wet op Arbeidsverhoudinge, No 66 van 1995
- Wet op Basiese Diensvoorwaardes, No 75 van 1997 (Artikel 31)
- *Skills Development Act*, No 97 van 1998
- *Skills Development Levies Act*, No 9 van 1999
- Werkloosheidsversekeringswet, No 63 van 2001

Die bogemelde rekords, insoverre dit van 'n publieke aard is, is outomaties beskikbaar sonder dat 'n persoon toegang daartoe hoef te versoek in terme van die Wet en soos verlang in Artikel 52, onderhewig aan:

- die maak van 'n afspraak;
- redelike kennisgewing;
- betaling van die voorgeskrewe koste verbonde aan die maak van enige kopieë.

6. **DOKUMENTE / INLIGTING GEHOU DEUR JVN IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)**

JVN hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van JVN
- Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande

en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)

- Standaard Indiensnemingskontrakte
- Verslag oor vaardigheidsontwikkeling
- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Verskeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfonds

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting, soos vervat in hierdie kategorie en wat deur JVN gehou word, is outomaties bekombaar, sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

7. ANDER INLIGTING (Artikel 51(1)(f) van die Wet)

Geen

8. BESKIKBAARHEID VAN DIE HANDLEIDING (Artikel 51(3) van die Wet)

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van JVN;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van JVN, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang tot die handleiding kan bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant;
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiestruktuur nie. Die vorms en fooiestruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulasies").

MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

**VAN DER MERWE DU TOIT INCORPORATED, ATTORNEYS,
BROOKLYN PLACE, CNR. BRONKHORST & DEY STREETS
BROOKLYN, PRETORIA**

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Van Der Merwe Du Toit Inc 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 requestor is advised to contact CHARL VAN EETVELDT should he/she require any assistance in respect of the utilization of this manual and /or the requesting of information / documents from Van Der Merwe Du Toit Inc.

The following words will bear the following meaning in this manual :-

"the Act"	shall mean the Promotion of Access to Information Act, nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the office of Van Der Merwe Du Toit Inc, from time to time;
"Van Der Merwe Du Toit"	shall mean Van Der Merwe Du Toit Inc. Attorneys, structured as a partnership/incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses /organizations;
"SAHRC"	shall mean the South African Human Rights Commission
"Information Officer"	A Director of Van Der Merwe Du Toit Inc, has been appointed as the Information Officer of Van Der Merwe Du Toit Incorporated, to which requests for information in terms of the Act, should be addressed.

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

Name of body :	Van Der Merwe Du Toit Inc. Attorneys
Director and appointed Information Officer:	Mr Charl van Eetveldt
Address:	Brooklyn Place, cnr. Bronkhorst & Dey Street, Brooklyn, Pretoria
Postal address;	P O Box 499, Pretoria, 0001
Telephone :	(012) 452-1314
Fax :	(012) 452-1304
E-mail :	charl@vdt.co.za

**VORSTER & BRANDT
INGELYF**

**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN TOEGANG TOT INLIGTING,
NO 2 VAN 2000**

INDEKS**BLADSY**

1. Inleiding
2. Kontakbesonderhede
3. Riglyne in terme van Artikel 10 van die Wet
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet
5. Inligting / dokumente beskikbaar ingevolge ander Wetgewing
6. Inligting / dokumente gehou deur
VORSTER & BRANDT INGELYF
7. Ander inligting
8. Beskikbaarheid van die Handleiding

1
1
1
2
2
2
2
2

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van VORSTER & BRANDT INGELYF versoek word in terme van die Wet.

Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word.

'n Versoeker kan Mnr CE Brandt kontak indien hy/sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokumente van VORSTER & BRANDT INGELYF.

Woorde gebruik in die handleiding se betekenis is soos volg:-

- | | |
|-------------------------------|--|
| "die Wet" | beteken die Wet op die Bevordering van Toegang tot Inligting, No. 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan; |
| "die handleiding" | beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van VORSTER & BRANDT INGELYF; |
| "VORSTER & BRANDT
INGELYF" | beteken VORSTER & BRANDT PROKUREURS, gestruktureer as 'n ingelyfde Maatskappy en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede / organisasies; |
| "SAMK" | beteken die Suid-Afrikaanse Menseregtekommissie. |
| "Inligtingsbeampte" | die Junior vennoot van VORSTER & BRANDT INGELYF is aangewys as die Inligtingsbeampte van VORSTER & BRANDT INGELYF, aan wie versoeke vir inligting in terme van die Wet, gerig moet word. |

2. KONTAKBESONDERHEDE (Artikel 51(1)(a) van die Wet)

Naam van liggaam:	Vorster & Brandt Ingelyf
Vennoot en Inligtingsbeampte:	Conrad Ernest Brandt
Adres:	6de Vloer, Allied Gebou, Pretoriusstraat 250, Pretoria, 0001
Posadres:	Postbus 2326, Pretoria, 0001
Telefoon:	(012) 323 9830
Faks:	(012) 323 9837
E-pos:	conrad@vorsterbrandt.co.za

3. GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b) van die Wet)

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid, Navorsing-en dokumentasieafdeling

Privaatsak 2700, HOUGHTON, 2041

Telefoon: +27 11 484 8300

Faks: +27 11 484 0582/1360

Webblad: www.sahrc.org.za

E-pos:

PAIA@sahrc.org.za

4. **KENNISGEWING(S) IN TERME VAN ARTIKEL 52(2) VAN DIE WET (Artikel 51 (1)(c) van die Wet)**
Op hierdie stadium is geen kennisgewing(s) gepubliseer nie.
5. **INLIGTING / DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)**
VORSTER & BRANDT INGELYF hou inligting ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie die volledige lys is nie):-
- Insolvensiewet, No. 24 van 1936 (Artikels 134 en 155)
 - Wet op Pensioenfondse, No. 24 van 1956
 - Inkomstebelastingwet, No. 58 van 1962 (Artikel 75)
 - Maatskappywet, No. 61 van 1973
 - Die Wet op Kopiereg, No. 98 van 1978
 - Wet op Prokureurs, No. 53 van 1979
 - Wet op Streekdiensterade, No. 109 van 1985
 - Wet op Belasting op Toegevoegde Waarde, No. 89 van 1991 (Artikel 65)
 - Wet op Beroepsgesondheid en -veiligheid, No. 85 van 1993
 - Wet op Vergoeding vir Beroepsbeserings en -siektes, No. 130 van 1993 (Artikel 97)
 - Wet op Arbeidsverhoudinge, No. 66 van 1995
 - Wet op Basiese Diensvoorwaardes, No. 75 van 1997 (Artikel 31)
 - *Employment Equity Act*, No. 55 van 1998 (Artikel 26)
 - *Skills Development Act*, No. 97 van 1998
 - Wet op Mediese skemas, No. 131 van 1998
 - *Skills Development Levies Act*, No. 9 van 1999 (?)
 - Werkloosheidsversekeringswet, No. 63 van 2001
 - Wet op Beslote Korporasies, No. 61 van 1973
 - Wet op Registrasie van Aktes, No. 47 van 1937
 - Wet op Deeltitels, No. 95 van 1986

Die bogenoemde rekords, in soverre dit van 'n publieke aard is, is outomaties beskikbaar sonder dat 'n persoon toegang daartoe hoef te versoek in terme van die Wet soos verlang in Artikel 52.

6. **INLIGTING / DOKUMENTE GEHOU DEUR VORSTER & BRANDT INGELYF IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)**

VORSTER & BRANDT INGELYF hou inligting / dokumente soos hierna aangedui:

- ✓ Inligting ten opsigte van die operasionele-, handels- en finansiële belange van VORSTER & BRANDT INGELYF.
- ✓ Kontrakte
- ✓ Kliënte databasis (persoonlike inligting van kliënte, handels- en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- ✓ Standaard Indiensnemingkontrakte
- ✓ Verslag ten opsigte van Gelykte Indiensneming
- ✓ Verslag oor vaardigheidsontwikkeling
- ✓ Vorster & Brandt Ingelyf Personeel verslae
- ✓ Menslike Hulpbronne (persoonlike inligting en gewese, huidige en voornemende werknemers en vennote/direkteure)
- ✓ Lys van handelsmerke en hangende aansoeke
- ✓ Versekeringspolisse
- ✓ Reëls en regulasies met betrekking tot die pensioenfonds

Vorster & Brandt Ingelyf het nog nie die fasiliteit van 'n Webbladadres gereed nie.

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur Vorster & Brandt Ingelyf gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

7. **ANDER INLIGTING (Artikel 51(1)(f) van die Wet)**

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot op datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie.

8. **BESKIKBAARHEID VAN DIE HANDLEIDING (Artikel 51(3) van die Wet)**

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Vorster & Brandt Ingelyf;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van Vorster & Brandt Ingelyf, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en sal ook gepubliseer word in die Staatskoerant.
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiëstruktuur nie. Die vorms en fooiëstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulations").

VANDERBIJLPARK LEGAL ADMINISTRATION TRUST

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

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1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from Rooth & Wessels Vaal as contemplated in terms of the Act.

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

Any requestor is advised to contact Mr PGS Uys Snr should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from Rooth & Wessels Vaal.

The following words will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access to Information Act, Nr 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Rooth & Wessels Vaal from time to time;
"Vanderbijlpark Legal Administration Trust"	shall mean the trust established as a business trust with a view to profit, and in achieving such objective, its main objective being to render a composite range of management, labour resource and office administration services, including providing office premises, management systems, office equipment, legal secretaries, paralegals, furniture and legal research facilities, including a law library to attorneys' practices and other legal practitioners;
"SAHRC"	shall mean the South African Human Rights Commission;

"Information Officer" The chairman of the trustees of Vanderbijlpark Legal Administration Trust has been appointed as the Information Officer of Vanderbijlpark Legal Administration Trust, 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: Vanderbijlpark Legal Administration Trust

Director and appointed Information Officer: PGS Uys Snr

Address: Vanderbijlpark Legal Administration Trust
c/o Rooth & Wessels Vaal
22 Attie Fourie Street
Vanderbijlpark

Postal address: P O Box 21
Vanderbijlpark, 1900

Telephone: 016 933 0081

Fax: 016 981 0704

E-mail: admin@rwattorneys.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
The Research and Documentation Department
Private Bag X2700
HOUGHTON
2041

Telephone: +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

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)

Vanderbijlpark Legal Administration Trust keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

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

6. DOCUMENTS/INFORMATION HELD BY ROTH & WESSELS VAAL IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Vanderbijlpark Legal Administration Trust holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of Vanderbijlpark Legal Administration Trust
- Commercial contracts
- Standard Employment Contracts
- Skills Development Report
- Vanderbijlpark Legal Administration Trust Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies
- Rules and regulations relating to the pension fund

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

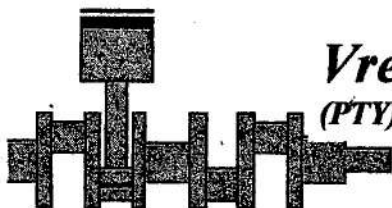
A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

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 Vanderbijlpark Legal Administration Trust c/o Rooth & Wessels Vaal, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Rooth & Wessels Vaal.
- 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 in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").



Vredenburg Motor Engineering Works **(PTY) LTD**

Tel: (022) 713-1400 / 713-1850

Fax: (022) 713-5256

P.O. Box / Posbus 138
h/v Proses & Industriestraat
Vredenburg 7380

VREDENBURG MOTOR ENGINEERING WORKS (PTY) LTD

MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)

1. CONTACT DETAILS OF VREDENBURG MOTOR ENGINEERING WORKS (PTY) LTD ("VMEW")

1.1 Vredenburg Motor Engineering Works (Pty) Ltd
(Registration number : 1970/003843/07)

1.2 Who we are:

VMEW is private company owned by Mr NP Swart and Mr C Du Toit. VMEW is approved engine and radiator rebuilders. In line with the requirements of the Promotion of Access to Information Act, No 2 of 2000 ("the Act"), VMEW has prepared this manual to assist you when requesting information in terms of the Act.

1.3 Physical Address:

Corner of Proses Road and Industrie Road
VREDENBURG
7380

1.4 Postal Address:

PO Box 138
VREDENBURG
7380

1.5 Telephone: (022) 713 1400

1.6 Fax: (022) 713 5256

1.7 E-Mail: none

1.8 Information Officer: Mrs S. E. Swart

1.9 Inspection of the manual:

This manual may be inspected at our offices. Copies of the manual may be obtained from the Human Rights Commission.

2. SECTION 10 GUIDE

2.1 In terms of section 10 of the Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:

2.1.1 How to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard.

- 2.1.2 How to lodge a court application against a decision of a head of a private body.
- 2.1.3 What fees are payable for accessing documentation and any information that has been voluntarily disclosed by a private body.
- 2.2 If you require a guide, the contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484 8300
Fax: (011) 484 0582
Website: www.sahrc.org.za
E-Mail: PAIA@sahrc.org.za

3. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION (SECTION 51 1 (d) RECORDS)

- 3.1 Where applicable and insofar as you comply with the requirements set out in the relevant act, you may also request information which is available in terms of other legislation such as the following:
 - 3.1.1 The Companies Act 61 of 1973
 - 3.1.2 The Income Tax Act 58 of 1962 (as amended)
 - 3.1.3 The Value-Added Tax Act 89 of 1991
 - 3.1.4 The Basic Conditions of Employment Act 75 of 1997
 - 3.1.5 Skills Development Act 97 of 1998
 - 3.1.6 Compensation for Occupational Injuries and Diseases Act 130 of 1993
 - 3.1.7 Regional Services Council Act 109 of 1985
 - 3.1.8 Motor Industrial Bargaining Council - Chapter 4

4. SUBJECTS AND CATEGORIES OF INFORMATION HELD BY VMEW (SECTION 51 1 (e) RECORDS)

The records of information held by the company may be divided into three broad subjects, set out hereunder. The following are considered to include but not limit the records which pertain to Wesrek's affairs:

- 4.1 Human Resources which shall include all personnel records;
- 4.2 Accounting related records which shall include bookkeeping and transaction records;
- 4.3 Company records which shall include all statutory records;

5. REQUEST FOR ACCESS TO RECORDS HELD BY VMEW

- 5.1 Your Request for information must be made to VMEW in the prescribed form, a copy of which is available at our offices, or at the offices of the Human Rights Commission. The form must be sent to the Information Officer at one of the contact details given in paragraph 1 above.
- 5.2 You will be able to get the form together with a list of applicable fees from VMEW's offices. These fees must be paid before access to a record will be allowed. You will be informed of the amount of the fees once you have submitted your request. The Minister may exempt certain persons from having to pay the fees referred to in the Act.
- 5.3 Please note that if you do not provide all the information we require in the Form, it will delay the process until such time as you have given the necessary information.
- 5.4 You must give sufficient information in the prescribed Form to:
 - 5.4.1 Identify the record requested;
 - 5.4.2 Indicate the manner which must be used to inform you of the outcome of the requested for information and the form in which the requested information must be given;
 - 5.4.3 You must identify the right that is being exercised or protected and explain why the record requested will assist you in this regard;
 - 5.4.4 Where you are making the request on behalf of another person, you must give proof of the capacity in which you make the request, to the satisfaction of the Information Officer of VMEW.
- 5.5 If the record you requested exists and is granted, provided it does not affect a third party your request will be processed within 30 days from the date of the request.
- 5.6 This period may be extended once for a further 30 days if:
 - 5.6.1 the request is for a large number of records, or requires a search through a large number of records;
 - 5.6.2 the request requires a search for records in, or collection thereof from, an office of VMEW not situated in the same town or city as the office of the Information Officer;
 - 5.6.3 consultation with another private body is necessary or desirable to decide upon the request;

- 5.6.4 more than one of the circumstances contemplated in paragraphs 5.6.1, 5.6.2 and 5.6.3 exist in respect of the request, making compliance with the original period not reasonably possible; or
- 5.6.5 if you consent in writing to such extension.

6. There are various grounds upon which your request for access to a record may be refused. They are:

- 6.1 Protecting personal information of a third person (who is a natural person) from unreasonable disclosure;
 - 6.2 The protecting of commercial information of a third party. (For example trade secrets, financial, commercial scientific or technical information)
 - 6.3 Refusing access to a record if disclosure would result in the breach of a duty of confidence owed to a third party.
 - 6.4 Refusing access to a record if it would jeopardize the safety of an individual.
 - 6.5 Refusing access to a record that was produced during legal proceedings, unless that legal privilege has been waived.
 - 6.6 Refusing access to a record containing trade secrets, financial or sensitive information or any information that would put the private body at a disadvantage in negotiations or prejudice it in commercial competition.
 - 6.7 Refusing access to a record containing information about research being carried out or about to be carried out on behalf of a third party or the private body itself.
7. If your request does affect a third party, we will first need to inform the third party within 21 days of us receiving your request. By this we mean that if the record you request affects any third party in any way, that third party will have to be informed that you are requesting access to the above record.
8. The third party then has 21 days to make representations/submissions regarding the granting of access to the record.

9. OTHER INFORMATION

Please note that the information provided in this manual may be updated from time to time. Should you have any questions arising from this manual please contact the Information Officer on the contact details provided in paragraph 1 above.

Issued by the Information Officer of VMEW

18 February 2003

**MANUAL
FOR
JACKSON DEAN BUILDING CONTRACTORS CC
REG NO: 1990/026634/23**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Graham Dean
Postal Address: Box 201 303, Durban North, 4016
Physical Address: 72 Ennisdale Drive, Durban North, 4051

Tel: (031) 564 2991
E-Mail: jdbuild@africa.com

Fax: (031) 563 5168
Website: N/A

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300
e-Mail: PAIA@sahrc.org.za

Fax: (011) 484 – 1360
Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
HEALTHY TRANSPORT PRACTICES CC
REG NO: 1994/018049/23**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Johannes Hendrik Theunissen
Postal Address: Box 39576, Queensburgh, 4070
Physical Address: 3 KingFisher Creek, No 4 Brokensha Rd, Queensburgh

Tel: (031) 463 1322
E-Mail: N/A

Fax: (031) 463 1322
Website: N/A

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

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At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300
e-Mail: PAIA@sahrc.org.za

Fax: (011) 484 – 1360
Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
INTERNATIONAL TRAVEL & TOURS CC**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Ragnhild Lilly Button
Postal Address: Box 51045, Musgrave Road, 4062
Physical Address: Suite 1311, Musgrave Office Towers, 115 Musgrave Road, Durban

Tel: (031) 202 8281
E-Mail: info@itt.co.za

Fax: (031) 202 8381
Website: www.itt-southafrica.co.za

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

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At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300
e-Mail: PAIA@sahrc.org.za

Fax: (011) 484 – 1360
Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel records
- 3.2 Customer related records
- 3.3 Service provider records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
J.E. LONSDALE**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: James Edward Lonsdale
Postal Address: Sub 32 Of U181, Monzi
Physical Address: Box 384, Mtubatuba, 3935

Tel: (035) 550 4464

Fax: (035) 550 4464

E-Mail: jlons@eject.co.za

Website:

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

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At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300

Fax: (011) 484 – 1360

e-Mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
WINDFALL CONTRACTORS CC
REG NO: 2000/038521/23**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: James Edward Lonsdale
Postal Address: Box 384, Mtubatuba, 3935
Physical Address: Sub 32 of U181, Monzi

Tel: (035) 550 4464
E-Mail: jlons@eject.co.za

Fax: (035) 5504464
Website:

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300
e-Mail: PAIA@sahrc.org.za

Fax: (011) 484 – 1360
Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
LONSDALE FAMILY TRUST
IT 831/98**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: James Edward Lonsdale
Postal Address: Box 384, Mtubatuba, 3935
Physical Address: Sub 32 of U181, Monzi

Tel: (035) 550 4464
E-Mail: jlons@eject.co.za

Fax: (035) 5504464
Website:

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

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At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300
e-Mail: PAIA@sahrc.org.za

Fax: (011) 484 – 1360
Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
CELANESE CHEMICALS SA (PTY) LTD
REG NO: 1993/004220/07**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Michael George Butt
Postal Address: Suite 117A, Musgrave Park, 18/28 Musgrave Road, Durban
Physical Address: Suite 117A, Musgrave Park, 18/28 Musgrave Road, Durban

Tel: (031) 201 4707

Fax: (031) 2014884

E-Mail: buttm@celanese.de

Website: N/A

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300

Fax: (011) 484 – 1360

e-Mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting and Financial files and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
ALVERSTONE RADIO COMMUNICATIONS CC
REG NO: 2000/032459/23**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Terrence Anthony V. Wattus
Postal Address: Cluster Box 1630, Forest Drive, Forest Hills, 3610
Physical Address: 34 Forest Drive, Forest Hills, 3610

Tel: (031) 763 3218
E-Mail: radiotrunk@mweb.co.za

Fax: (031) 763 3282
Website:

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300
e-Mail: PAIA@sahrc.org.za

Fax: (011) 484 – 1360
Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
MEDIBOOKS MARKETING CC
REG NO: 1996/026435/23**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Sheila Knight
Postal Address: Box 50048, Musgrave, 4062
Physical Address: 3 Wadley Road, Umbilo, 4001

Tel: (031) 205 5851
E-Mail: medibook@iafrica.com

Fax: (031) 205 0959
Website:

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

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Tel: (011) 484 – 8300
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Fax: (011) 484 – 1360
Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
CRITICAL RESOURCE CC
REG NO: 1997/010566/23**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Mark Justin Butler
Postal Address: Suite 210, Postnet X9118, PMB, 3200
Physical Address: 96 Birkett Rd, PMB, 3201

Tel: (033) 342 4243

Fax: (033) 342 4243

E-Mail: butler@sn.apc.org

Website:

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300

Fax: (011) 484 – 1360

e-Mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
ROSGOOD MOTORS CC
REG NO: 1991/032318/23**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Melvyn Robert Thurgood
Postal Address: Box 646, Amanzimtoti, 4125
Physical Address: 11 Rosslyn Road, Amanzimtoti, 4126

Tel: (031) 903 5341 Fax: (031) 903 5342
E-Mail: mel-jackie@freemail.absa.co.za Website: N/A

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

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Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300
e-Mail: PAIA@sahrc.org.za

Fax: (011) 484 – 1360
Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
NANINI 273 CC
REG NO: 2001/065639/23**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Anthea Dallimore

Postal Address: Suite 602, Maritime House, 143 Salmon Grove, Dbn, 4001

Physical Address: Suite 602, Maritime House, 143 Salmon Grove, Dbn, 4001

Tel: (031) 307 2366

Fax: (031) 307 2253

E-Mail: info@dbn.dra.co.za

Website: www.dra.co.za

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet complied the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300

Fax: (011) 484 – 1360

e-Mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
KINGFISHER CREEK BODY CORPORATE**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Paul Bester
Postal Address: 4 Brokensha Road, Escombe, 4093
Physical Address: 4 Brokensha Road, Escombe, 4093

Tel: (031) 464 6078 Fax: N/A
E-Mail: N/A Website: N/A

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300 Fax: (011) 484 – 1360
e-Mail: PAIA@sahrc.org.za Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
VAN EEDEN PROJECT TRUST
IT: 707/98**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Victor James Van Eeden
Postal Address: Box 166, Kwambonambi, 3915
Physical Address: Sub 6 McIlrath Farm, Teza, Kwambonambi, 3915

Tel: (035) 550 5058/9

Fax: (035) 550 5035

E-Mail: vaneeden@mweb.co.za

Website: N/A

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300

Fax: (011) 484 – 1360

e-Mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
VAN EEDEN HOLDINGS TRUST
IT: 705/98**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Victor James Van Eeden
Postal Address: Box 166, Kwambonambi, 3915
Physical Address: Sub 6 McIlrath Farm, Teza, Kwambonambi, 3915

Tel: (035) 550 5058/9
E-Mail: vaneeden@mweb.co.za

Fax: (035) 550 5035
Website: N/A

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300
e-Mail: PAIA@sahrc.org.za

Fax: (011) 484 – 1360
Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

**MANUAL
FOR
C WIGGILL & SONS CC
REG NO: 1993/013788/23**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000.

1. CONTACT DETAILS AND GENERAL INFORMATION:

Information Officer: Victor James Van Eeden
Postal Address: Box 166, Kwambonambi, 3915
Physical Address: Sub 6 McIlrath Farm, Teza, Kwambonambi, 3915

Tel: (035) 550 5058/9 Fax: (035) 550 5035
E-Mail: vaneeden@mweb.co.za Website: N/A

2. GUIDE FROM SOUTH AFRICA HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

**The South African HUMAN RIGHTS COMMISSION,
At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, Houghton, 2041;**

Tel: (011) 484 – 8300 Fax: (011) 484 – 1360
e-Mail: PAIA@sahrc.org.za Website: www.sahrc.org.za

3. RECORDS AVAILABLE

It is recorded that the availability of the documents listed here in below, may be subject to the grounds of refusal.

- 3.1 Personnel and related records
- 3.2 Customer and related records
- 3.3 Service provider and related records
- 3.4 Accounting, Financial and related records

4. RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

A schedule of records available can be obtained from the Information Officer.

5. REQUEST PROCEDURES

The prescribed forms and schedule of applicable fees are available from the Information Officer.

MANUAL FOR PENINSULA DRUMS CC

(Company Registration Number 1991 / 019346 / 23)

I. CONTACT DETAILS:

P.O. BOX 14833
KENWYN
7790
CAPE TOWN
SOUTH AFRICA

HILDA CLOSE
PHILIPPI INDUSTRIA
7785
CAPE TOWN
SOUTH AFRICA

TELEPHONE NUMBER * (021) 374 1161
FAX NUMBER * (021) 374 7012
E-MAIL ADDRESS * drums@iafrica.com

HEAD OF BODY * CHOAKADEVAN MOODLEY
CONTACT DETAILS * SAME AS ABOVE

II. THE SECTION 10 GUIDE ON HOW TO USE THE ACT ~ {SECTION S 1 (1) (b)}

III. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION {SECTION S 1 (1) (d) }

1. Basic Conditions of Employment No. 75 of 1997.
2. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993.
3. Employment Equity Act No. 55 of 1998.
4. Income Tax Act No. 24 of 1936.
5. Labour Relations Act No. 66 of 1995.
6. Occupational Health and Safety Act No. 85 of 1993.
7. Regional Services Councils Act No. 109 of 1985.
8. Skills Development Levies Act No. 9 of 1999.
9. Skills Development Act No. 97 of 1998.
10. Unemployment Contribution Act No. 4 of 2002.
11. Unemployment Insurance Act No. 63 of 2001.
12. Value Added Tax Act No. 89 of 1991.

IV.i "NOT APPLICABLE"

IV.ii RECORDS THAT MAY BE REQUESTED SECTION 51 (1) (e) }

1. Copy of Close Corporation Certificate.
2. Employment Contracts.
3. Wage Records.
4. Production Records.
5. Client Registry.
6. Annual Financial Statements
7. Stock Records.

IV.iii REQUEST PROCEDURES

The requester must use the prescribed form to make the request for access to the 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 concerned {s 53 (1)}. The requester must provide sufficient detail on the request 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 requested. 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)}. The requester must identify the right that is sought to be exercised or to be protected or provide an explanation of why the requested record is required for the exercise or protection of that right {s 53 (2) (d)}.

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)}.

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 of the request {s 54 (41)}.
- * The fee that the requester must pay to a private body is R 50.00.
- * The requester may lodge an application to the court against the tender or payment of the request fee {s 54 (3) (b)}.
- * 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 (b)}.

V. OTHER INFORMATION AS MAY BE PRESCRIBED
{ SECTION 51 (1) (f) }

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

VI. AVAILABILITY OF THE MANUAL
{SECTION 51 (3) }

At the office of the private body, free of charge. Copies available with SAHRC, in the Gazette as well. Fee and Form structure available via SAHRC's website ~ www.sahrc.org.za



SECTION 51 MANUAL FOR FUNDAMO (PROPRIETARY) LIMITED
(Registration Number 2000/004901/07)

1. INTRODUCTION

1.1 THE COMPANY

The Fundamo (*Fundamentally mobile*) concept was conceived in early 1999 as an experimental project within Sanlam Limited a leading South African, listed financial services and investment holding group. First prototypes were demonstrated during October 1999 and Version 1.0 (first production ready software release) was available in March 2000. Sanlam continued to provide seed capital to the project during 2000, whilst a commercial model and value proposition was formulated and initial marketing and trial development was undertaken. In August and November 2000 respectively, the assets and staff of the Sanlam project were transferred into Fundamo (Pty) Ltd, a private company wholly owned by Sanlam. In October 2000 first round funding was secured and two additional investors acquired shares in Fundamo (Pty) Ltd, namely Venfin Limited and Archway Venture Partners.

1.2 THE BUSINESS

The mobile phone empowers individuals by giving them greater and more reliable access to people and services all over the world. In the past decade they have hemmed in the global village to the extent that it is now almost impossible to picture a world without them. We can now extend their functions to include secure, immediate and easy-to-use financial transactions. Fundamo has the technology and know-how to provide next generation financial transactions on existing handsets, via the Internet, or on other payment devices. Fundamo's technology can easily be integrated with external services and systems and is supported by banking, systems and regulatory expertise.

Fundamo's products are comprehensive offerings, proven and ready to deploy. The technology provides for advanced capabilities (such as real-time interoperability, load balancing, back-office support and financial management features):

- Fundamo Extender is a product for large banks or organisations with an existing investment in high-volume transaction systems that want to add mobile transacting to existing accounts.
- Fundamo Elevator is a product for small to medium sized banks or mobile operators with banking aspirations.
- Fundamo Enabler is designed for any organisation that wants to deploy niche services to a defined community, including pre-paid airline wholesalers, bill payment service providers, gaming operators, content providers and transport fleet operators.

2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

2.1 CONTACT DETAILS

2.1.1	Postal Address	PO Box 4010 Durbanville 7551
2.1.2	Telephone Number	+27 21 943 2200
2.1.3	Fax Number	+27 21 914 3408
2.1.4	Website Address	www.Fundamo.com
2.1.5	Email Address (Head)	info@Fundamo.com

2.2 HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT NUMBER 2 OF 2000 ("The Act")

2.2.1 The Human Rights Commission shall make available a guide to assist in the use of the Act. This should be available by August 2003.

2.2.2 Please direct any enquiries to:
The South African Human Rights Commission
 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

2.3 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

This list may be updated on a voluntary and periodic basis.

2.4 ACCESS TO THE RECORDS HELD BY FUNDAMO (PTY) LTD

2.4.1 Section 52(2) Notice

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

2.4.2 Records that may be requested**2.4.2.1 CORPORATE DEPARTMENT**

- Records of Meetings
- Company Records (e.g. directors' register, minute book)

2.4.2.2 FINANCE DEPARTMENT

- Financial Statements

2.4.2.3 HUMAN RESOURCES DEPARTMENT

- Policies on staff recruitment
- Grievance Procedures
- Leave Policy
- Other staff-related policies
- Employment records

2.4.2.4 IT DEPARTMENT

- Electronic Communications Policy
- System Reports (incl. monitoring)

2.4.3 Request Procedures

The requester must:

- 2.4.3.1 use the prescribed form to make the request for access to a record;
- 2.4.3.2 address the request to the head of Fundamo (Pty) Ltd at Fundamo's postal address, fax number or electronic mail address;
- 2.4.3.3 provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester;
- 2.4.3.4 indicate which form of access is required (e.g. written, printed, visual images, sound, electronic or machine-readable form);
- 2.4.3.5 indicate if any other manner is to be used to inform the requester and state the following particulars:
 - particulars of the requester;
 - postal address or fax number in the Republic of South Africa;
- 2.4.3.6 identify the right that he/she/it wishes to exercise or to be protected and provide an explanation of why the requested record is required for the exercise of protection of the right;
- 2.4.3.7 Submit proof of the capacity in which he/she/it is making the request, where the request is made on behalf of another person, which proof shall be to the satisfaction of the head of Fundamo.

2.4.4 Fees

- 2.4.4.1 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.
- 2.4.4.2 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.
- 2.4.4.3 The fee that the requester must pay to a private body is currently R50 (fifty Rand).
- 2.4.4.4 The requester may lodge an application to the court against the tender or payment of the request fee.
- 2.4.4.5 After the head of Fundamo (Pty) Ltd has made a decision on the request, the requester must be notified in the required form.
- 2.4.4.6 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.

2.5 OTHER INFORMATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

2.6 AVAILABILITY OF THE MANUAL

- 2.6.1 The manual is available for inspection, free of charge, at the offices of Fundamo (Pty) Ltd, 2nd Floor, 8 High Street, Rosenpark, 7530.
- 2.6.2 Copies of the manual are also available at the South African Human Rights Commission, in the Government Gazette and on Fundamo (Pty) Ltd's website: www.Fundamo.com

2.7 FEES IN RESPECT OF PRIVATE BODIES

Please consult Part III of Annexure A of Government Notice number R187 dated 15 February 2002.

2.8 PRESCRIBED FORMS

Please consult Form C of Annexure A of Government Notice number R187 dated 15 February 2002.

SOUTH AFRICAN SUGAR ASSOCIATION (SASA)**MANUAL****PROMOTION OF ACCESS TO INFORMATION ACT (No 2 of 2000)**

1. Manual Prepared in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000.
2. **INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) (A) OF THE ACT:**

HEAD OF BODY	:	Mr Mukesh Kalidas Trikam Executive Director
POSTAL ADDRESS	:	P.O. BOX 700 Mount Edgecombe Kwa-Zulu Natal 4300
TELEPHONE	:	+ 27 (31) 508 7000
TELEFAX	:	+ 27 (31) 508 7197
WEBSITE	:	http://www.sasa.org.za
E-MAIL ADDRESS	:	trix.trikam@sasa.org.za

3. **INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) B OF THE ACT**

- 3.1 Section 51 (1) b of the Act calls for a description of the guide referred to in Section 10 of the Act and how to obtain access to it. The guide referred in Section 10 is a guide that must be compiled by the Human Rights Commission containing any right contemplated in the Act.

4. INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) E OF THE ACT

The following are the subjects and categories of records held:

SUBJECTS	CATEGORIES
Accounting and Finance	<ul style="list-style-type: none"> • Audited Annual Financial Statements of SASA and its subsidiaries (SASEXCOR and Sugar Terminals Pty Ltd) • Policies and Procedures Manual • Grower Loans and Savings Records
Company Secretarial and Administration	<ul style="list-style-type: none"> • Growers' Register • Annual Reports • Minutes of Meetings of the Council of the South African Sugar Association • Industry Directory
Research	<ul style="list-style-type: none"> • SASEX Annual Reports • Publications • Herbicide Guide • Varieties Approved for Planting (as gazetted) • Guidelines for Environmental Protection • LPD&VCC Regulations • Patents
Marketing	<ul style="list-style-type: none"> • Rebate Agreements
External Affairs	<ul style="list-style-type: none"> • Bursaries (Sugar Industry Trust Fund for Education) • Publications
Technical Training	<ul style="list-style-type: none"> • Learner Records • Unit Standards • Sugar Industry Artisan Certification Records
Human Resources	<ul style="list-style-type: none"> • Employee Records • Policies and Procedures

5. RECORDS KEPT UNDER SECTION 51 (1) (b) OF THE ACT

SASA keeps records in accordance with the following legislation as amended, all of which are available subject to such legislation as amended and the Act:

Sugar Act 1978

Sugar Industry Agreement 2000

Constitution of the South African Sugar Association

Value Added Tax Act 89 of 1991

Income Tax Act 58 of 1962

Companies Act 61 of 1973

Environment Conservation Act 73 of 1989

National Environmental Management Act 107 of 1998

Atmospheric Pollution Prevention Act 45 of 1965

National Water Act 36 of 1998

Customs and Excise Act 91 of 1964

Genetically Modified Organisms Act 1997

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 5 of 1997

Employment Equity Act 55 of 1998

Skills Development Act 97 of 1998

Skills Development Levies Act 9 of 1999

Unemployment Insurance Act 30 of 1996

Occupational Health and Safety Act 85 of 1993

6. REQUESTS FOR ACCESS TO RECORDS

Request for access to the records available or other relevant operational information should be made in terms of Section 53 of the Act and directed to:

Mr Deane Rossler
Industrial Affairs Manager
South African Sugar Association
P.O. Box 700
Mount Edgecombe
4300

Tel: + 27 (31) 508 7000
Fax no: + 27 (31) 508 7192
E-mail: deane.rossler@sasa.org.za

7. AVAILABILITY OF THE MANUAL

The manual is also available for inspection at the offices of SASA free of charge and copies are available with the SAHRC, in the Gazette, and on the SASA website.

**PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000:
PRIVATE BODY MANUAL**

Sanlam Private Investments (Pty) Limited
Ground Floor
Dresdner House
2 North Road
DUNKELD
Johannesburg
2196

Telephone: 011 778 6600
Telefacsimile: 011 778 6699

Contact:
NL. Southey
Information Officer (SPI)

MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 ("the Act")

1. CONTACT DETAILS OF SANLAM PRIVATE INVESTMENTS (PTY) LIMITED ("SPI")

1.1 Sanlam Private Investments (Pty) Limited (registration number:2000/023234/07) hereinafter referred to as ("SPI")

1.2 Who we are:

SPI is a private limited company incorporated in terms of the company laws of South Africa. SPI is member of the JSE Securities Exchange (South Africa) (Pty) Ltd in terms of the Stock Exchanges Control Act, 1985 and are qualified in terms of the rules to carry on the business of buying and selling listed securities. SPI offers ordinary stockbroking facilities and private client portfolio management including off-shore investments. In line with the requirements of the Promotion of Access to Information Act, No 2 of 2000 ("the Act"), SPI has prepared this manual to assist you when requesting information in terms of the Act.

1.3 Physical Address:

Ground Floor

Dresdner House

2 North Road

Dunkeld West

Johannesburg

2196

1.4 Postal address:

P O Box 414085

Craighall

2024

- 1.5 Telephone: (+27-01) 778 6600
- 1.6 Telefacsimile: (+27-01) 778 6699
- 1.7 Website: www.sanlamprivateinvestments.co.za
- 1.8 E-Mail: private@sim.sanlam.com
- 1.9 The Executive Committee and CEO have delegated by resolution of EXCO this power and authority to the Officer whom for the purposes of this brochure will be called the Information Officer of SPI.
- 1.10 Inspection of the manual:

This manual may be inspected at our offices. Copies of the manual may be obtained from the Human Rights Commission and from our website.

2. SECTION 10 GUIDE

- 2.1 In terms of section 10 of the Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:
 - 2.1.1 How to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
 - 2.1.2 How to lodge a court application against a decision of a head of a private body;
 - 2.1.3 What fees are payable for accessing documentation, and any information that has been voluntarily disclosed by the private body.
- 2.2 If you require a guide, the contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Postal Address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Telefacsimile: +27 11 484-0582
Website: www.sahrc.org.za
E-Mail: PAIA@sahrc.org.za

3. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION (SECTION 51(d) records)

3.1 Where applicable and insofar as you comply with the requirements set out in the relevant act, you may also request information which is available in terms of other legislation such as the following:

- 3.1.1 Stock Exchanges Control Act, 1985
- 3.1.2 The Basic Conditions of Employment Act 75 of 1997;
- 3.1.3 The Companies Act 61 of 1973;
- 3.1.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 3.1.5 Employment Equity Act 55 of 1998;
- 3.1.6 Financial Markets Control Act 55 of 1989;
- 3.1.7 Labour Relations Act 66 of 1995;
- 3.1.8 Occupational Health and Safety Act 85 of 1993;
- 3.1.9 Promotion of Equality and Prevention of unfair Discrimination Act 4 of 2000;
- 3.1.10 Regional Services Councils Act 109 of 1985;
- 3.1.11 Skills Development Act 97 of 1998;
- 3.1.12 Skills Development Levies Act 9 of 1999.
- 3.1.13 Financial Intelligence Centre Act (No 38 of 2001)
- 3.1.14 Custody and Administration of Securities Act, 1992
- 3.1.15 Marketable Securities Tax Act 32 of 1948
- 3.1.16 Stamp Duties Act 77 of 1968
- 3.1.17 Banks Act 94 of 1990
- 3.1.18 Uncertificated Securities Tax Act 31 of 1998
- 3.1.19 Insider Trading Act 135 of 1998

**4. SUBJECTS AND CATEGORIES OF INFORMATION HELD BY SPI
(SECTION 51(1)(e) records)**

The records of information held by the company may be divided into four main broad subjects set out hereunder. The following are considered to include but not limited to records which pertain to the SPI's affairs:

- 4.1 Human Resources which shall include all personnel records;
- 4.2 Customer related records which shall include all mandates and transaction records;
- 4.3 Company records which shall include all statutory records and information relating to investments;
- 4.4 Records pertaining to other parties which shall include outsourcing and service agreements and consultancy arrangements.

5. REQUEST FOR ACCESS TO RECORDS HELD BY SPI

- 5.1 Your request for information must be made to SPI in the prescribed form, a copy of which is Annexure "A" to this manual. The form must be sent to the Information Officer, at one of the contact details given in paragraph 1 above.
- 5.2 You will be able to get the form together with a list of applicable fees from the head office of SPI. These fees must be paid before access to a record will be allowed. You will be informed of the amount of your fees once you have submitted your request. The Minister may exempt certain persons from having to pay the fees referred to in the Act. To date, no such exemptions have been published.
- 5.3 Please note that if you do not provide all of the information we require in the Form, it will delay the process until such time as the you have given the necessary information.
- 5.4 You must give sufficient information in the prescribed Form to:
 - 5.4.1 Identify the record requested and give your names and contact details;
 - 5.4.2 Indicate the manner which must be used to inform the you of the outcome of the request for information, and the form in which the requested information must be given;

- 5.4.3 You must identify the right that is being exercised or protected, and explain why the record requested will assist in this regard;
 - 5.4.4 Where you are making the request on behalf of another person, you must give proof of the capacity in which you make the request, to the satisfaction of the Information Officer of SPI.
- 5.5 If the record you requested exists and is granted, provided it does not affect a third party your request will be processed within 30 days from the date of the request.
- 5.6 This period may be extended once for a further 30 days if:
 - 5.6.1 the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of SPI;
 - 5.6.2 the request requires a search for records in, or collection thereof from, an office of SPI not situated in the same town or city as the office of the information officer that cannot reasonably be completed within the original period;
 - 5.6.3 consultation among divisions of SPI or with another private body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original period;
 - 5.6.4 more than one of the circumstances contemplated in paragraphs 5.6.1, 5.6.2 and 5.6.3 exist in respect of the request making compliance with the original period not reasonably possible; or
 - 5.6.5 if you consent in writing to such extension.
- 6. There are various grounds upon which your request for access to a record may be refused. They are:
 - 6.1 The protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
 - 6.2 The protection of commercial information of a third party. (For example trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);

- 6.3 Refusing access to a record if disclosure would result in the breach of a duty of confidence owed to a third party.
 - 6.4 Refusing access to a record if it would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person.
 - 6.5 Refusing access to a record that was produced during legal proceedings, unless that legal privilege has been waived.
 - 6.6 Refusing access to a record containing trade secrets, financial or sensitive information or any information that would put the private body at a disadvantage in negotiations or prejudice it in commercial competition.
 - 6.7 Refusing access to a record containing information about research being carried out or about to be carried out on behalf of a third party or the private body itself.
7. If your request does affect a third party then we will first need to inform the third party within 21 days of us receiving your request. By this we mean that if the record you request affects any third party in any way, that third party will have to be informed that you are requesting access to the above record.
 8. The third party then has 21 days to make representations/submissions regarding the granting of access to the record.
 9. **Other information**

Please note that the information provided in this manual may be updated from time to time. Should you have any queries or questions arising from this manual please contact the Information Officer on the contact details provided in paragraph 1 above.

Issued by the Information Officer of SPI

Date

13 DECEMBER 2002

Annexure "A"

FORM B

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be recorded below.*

(b) *Furnish an address and/or fax number in the Republic to which information must be sent.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone 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) *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 therefor.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen 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:	
<p>Mark the appropriate box with an "X".</p> <p>NOTES:</p> <p>(a) Your indication as to the required form of access depends on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
1. If the record is in written or printed form -			
	copy of record*		Inspection of record
2. If record consists of visual images -			
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	view the images	copy of the images*	transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound -			
	listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form -			
	printed copy of record*		Printed copy of information derived from the record* copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			YES

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 requested record is required for the exercising 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 thereof 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 _____.

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF
REQUEST IS MADE

MEYBURGH ATTORNEYS
MANUEL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT, NO. 2 OF 2000

Index

1. Introduction
2. Contact Details
3. Guide in terms of Section 10 of the Act
4. Notice(s) in terms of Section 52(2) of the Act
5. Information / Documents Available in accordance with other legislation
6. Documents held by Ilse Meyburgh in terms of the Act
7. Other information
8. Availability of the Manuel

1. Introduction

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

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

Any requestor is advised to contact Ms. Meyburgh should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information from Ilse Meyburgh.

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

- "The Act" - shall mean the Promotion of Access of Information Act, Act No. 2 of 2000
- "This Manual" - shall mean this Manual together with all annexures thereto, as available at the offices of Ilse Meyburgh from time to time
- "Ilse Meyburgh" - shall mean Meyburgh Attorneys, structured as a sole proprietorship, which renders legal services, including legal advice and legal representation to individual clients and business organisations
- "SAHRC" - shall mean the South African Human Rights Commission
- "Information Officer" - Ilse Meyburgh should be addressed

2. Contact Details

Name of Body: Meyburgh Attorneys
 Appointed Information Officer: Ilse Meyburgh
 Street Address: 41 Kosmos Street, Kempton Park, 1620
 Postal Address: P.O. Box 3297, Kempton Park, 1620
 Fax: (011) 394-8393
 E-Mail: None
 Website Address: None

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 will be obtainable from the SAHRC.

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

PAIA Unit
 The Research and Documentation Department
 Private Bag 2700
 Houghton
 2041
 Telephone + 27 11 484-8300
 Telefax + 27 11 484-0582 / 1360
 Website www.sahrc.org.za
 E-Mail PAIA@sahrc.org.za

4. Notice in terms of Section 52(2) of the Act (Section 51(1)(c) of the Act)

At this stage, no notices have been published.

5. Information / Documents available in accordance with other legislation (Section 51(1)(d) of the Act)

Ilse Meyburgh keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

The Insolvency Act, Act No. 24 of 1936
 (Section 134 and 135);

The Income Tax Act, Act No. 58 of 1962
(Section 75);
The Companies Act, Act No. 61 of 1973;
The Copyright Act, Act No. 98 of 1978;
The Attorneys Act, Act No. 53 of 1979;
The Regional Services Councils Act, Act No. 109 of 1985;
The Occupational Health and Safety Act, Act No. 85 of 1993;
The Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97);
The Labour Relations Act, Act No. 66 of 1995;
The Basic Conditions of Employment Act, Act No. 75 of 1997
(Section 31);
The Employment Equity Act, Act No. 55 of 1998
(Section 26);
The Skills Development Act, Act No. 97 of 1998;
The Skills Development Levies Act, Act No. 9 of 1999;
The Unemployment Insurance Act, Act No. 63 of 2001;

6. Documents / Information held by Ilse Meyburgh in terms of the Act (Section 51(1)(e) of the Act)

Ilse Meyburgh holds the information / documents listed herein below:

Details relating to the operational, commercial and financial interests of Ilse Meyburgh;

Commercial Contracts;

Client Data (on paper), comprising 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;

Personnel Report of Ilse Meyburgh: Attorney;

Human Resources (personal information of past and present employees);

Insurance Policies;

Ilse Meyburgh does not have a website address

It is recorded that any and all documents and information requested pertaining to the aforesaid shall be made available to a requester only, but that such availability shall be subject to the provisions of the Act. None of the information held by Ilse Meyburgh shall be made available to any person unless such person makes a request therefor in accordance with the provisions of the Act.

Any request for information shall be made in the prescribed form, which shall be addressed to the Information Officer. Such information shall be made 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 Ilse Meyburgh free of charge.

8.2 Copies of this Manual may be obtained subject to payment of the prescribed fee at the offices of Ilse Meyburgh.

8.3 Access to the Manual can also be gained on the website of the SAHRC (www.sahrc.org.za) and that it will also 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 contain the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (stated in Paragraph 8.3 above) or on the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

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ANITA GROBLER : ATTORNEY
MANUEL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT, NO. 2 OF 2000

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1. Introduction
2. Contact Details
3. Guide in terms of Section 10 of the Act
4. Notice(s) in terms of Section 52(2) of the Act
5. Information / Documents Available in accordance with other legislation
6. Documents held by Anita Grobler in terms of the Act
7. Other information
8. Availability of the Manuel

1. Introduction

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

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

Any requestor is advised to contact Ms. Grobler should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information from Anita Grobler.

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

"The Act"	-	shall mean the Promotion of Access of Information Act, Act No. 2 of 2000
"This Manual"	-	shall mean this Manual together with all annexures thereto, as available at the offices of Anita Grobler from time to time
"Anita Grobler"	-	shall mean Anita Grobler Attorney, structured as a sole proprietorship, which renders legal services, including legal advice and legal representation to individual clients and business organisations
"SAHRC"	-	shall mean the South African Human Rights Commission
"Information Officer"	-	Anita Grobler should be addressed

2. Contact Details

Name of Body:	Anita Grobler
Appointed Information Officer:	Anita Grobler
Street Address:	41 Kosmos Street, Kempton Park, 1620
Postal Address:	P.O. Box 486, Kempton Park, 1620
Fax:	(011) 970-3430
E-Mail:	supyr@hotmail.com
Website Address:	www.saweb.co.za/anitagrobler

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 will be obtainable from the SAHRC.

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

PAIA Unit	
The Research and Documentation Department	
Private Bag 2700	
Houghton	
2041	
Telephone	+ 27 11 484-8300
Telefax	+ 27 11 484-0582 / 1360
Website	www.sahrc.org.za
E-Mail	PAIA@sahrc.org.za

4. Notice in terms of Section 52(2) of the Act (Section 51(1)(c) of the Act)

At this stage, no notices have been published.

5. Information / Documents available in accordance with other legislation (Section 51(1)(d) of the Act)

Anita Grobler keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):

The Insolvency Act, Act No. 24 of 1936
(Section 134 and 135);
The Income Tax Act, Act No. 58 of 1962
(Section 75);
The Value Added Tax Act, Act 89 of 1991;
The Companies Act, Act No. 61 of 1973;
The Copyright Act, Act No. 98 of 1978;
The Attorneys Act, Act No. 53 of 1979;
The Regional Services Councils Act, Act No. 109 of 1985;
The Occupational Health and Safety Act, Act No. 85 of 1993;
The Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97);

The Labour Relations Act, Act No. 66 of 1995;
The Basic Conditions of Employment Act, Act No. 75 of 1997
(Section 31);
The Employment Equity Act, Act No. 55 of 1998
(Section 26);
The Skills Development Act, Act No. 97 of 1998;
The Skills Development Levies Act, Act No. 9 of 1999;
The Unemployment Insurance Act, Act No. 63 of 2001;

6. **Documents / Information held by Anita Grobler in terms of the Act (Section 51(1)(e) of the Act)**

Anita Grobler holds the information / documents listed herein below:

Details relating to the operational, commercial and financial interests of Anita Grobler;

Commercial Contracts;

Client Data (on paper), comprising 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;

Personnel Report of Anita Grobler: Attorney;

Human Resources (personal information of past and present employees);

Insurance Policies;

Anita Grobler website address: www.saweb.co.za/anitagrobler

It is recorded that any and all documents and information requested pertaining to the aforesaid shall be made available to a requester only, but that such availability shall be subject to the provisions of the Act. None of the information held by Anita Grobler shall be made available to any person unless such person makes a request therefor in accordance with the provisions of the Act.

Any request for information shall be made in the prescribed form, which shall be addressed to the Information Officer. Such information shall be made 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 Anita Grobler free of charge.

8.2 Copies of this Manual may be obtained subject to payment of the prescribed fee at the offices of Anita Grobler.

8.3 Access to the Manual can also be gained on the website of the SAHRC (www.sahrc.org.za) and that it will also 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 contain the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (stated in Paragraph 8.3 above) or on the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

—0000000000000000—

Alexander Forbes Limited

(Registration 1958/001974/06)

Information Manual

compiled in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 (the Act)

to assist access to information on the following
companies and their subsidiaries, as defined in the Companies
Act, 1963 :-

- Alexander Forbes Limited
- Alexander Forbes Africa Holdings (Pty) Limited
- Alexander Forbes Group (Pty) Limited
- Alexander Forbes Management Services (Pty) Limited
- Alexander Forbes African Investments (Pty) Limited

Reference is, however, made under item 3.1 of this Information
Manual to :-

- access to Call Centre and other client service facilities
- certain subsidiary companies and staff funds having their
own Information Manuals

This manual is available for inspection free of charge at the
offices of Alexander Forbes. Furthermore, copies have been
lodged with the South African Human Rights Commission and the
Government Printers.

The manual is also published on our website
<http://www.alexanderforbes.co.za> under 'Information Manual'.

Compiled : 18 February 2003

1: CONTACT DETAILS :

Information Officer: Mr John Bishop

Postal address: PO Box 787240
Sandton 2146
South Africa

Street address: Alexander Forbes Place,
61 Katherine Street
Sandown 2196
South Africa

Telephone number: 011 269 0000 (switchboard)
011 269 0499 (direct)

Fax number: 011 269 1375

E-mail address: info@aforbes.co.za

Website: <http://www.alexanderforbes.co.za>

2. REQUEST FOR INFORMATION

In terms of the Act, a requester must be given access to any record of a private body if:-

- that record is required for the exercise or protection of any rights;
- that person complies with the procedural requirements in the Act relating to a request for access to that record and
- access to that record is not refused in terms of the grounds for refusal as set out in Chapter 4 of Part 3 of the Act.

3. PROCEDURES TO BE FOLLOWED TO REQUEST ACCESS TO A RECORD**3.1: Access to Information Officer and to service centres**

Any person who wishes to access a record from Alexander Forbes may contact the Information Officer whose contact details are as set out above.

For the convenience of clients, our website <http://www.alexanderforbes.co.za> is being continuously expanded (under 'Information Manual' and through other links) to provide details of Call Centres and other client service contact points in respect of our Group and of its main operating divisions in South Africa, which are :-

- **Alexander Forbes Risk Services**, relating to short-term insurance and reinsurance broking as well as risk management and related services to organisations and specialist markets
- **Alexander Forbes Financial Services**, relating to employee benefit programmes, personal financial planning and related services
- **Alexander Forbes Personal Services**, relating to domestic, motor and other insurance of the individual

Each of the South African subsidiaries and funds listed below has its own Information Manual and Information Officer. Contact details will be made available on our website <http://www.alexanderforbes.co.za> :-

- Investment Solutions Holdings Limited
- Guardrisk Holdings Limited
- Alexander Forbes Insurance Company Limited
- Alexander Forbes Life Limited
- Alexander Forbes Compensation Technologies (Pty) Ltd
- A.F. Staff Pension Fund
- A.F. Staff Retirement Fund

3.2: Prescribed Access Form

In terms of Section 53 of the Act, a request for access to a record of Alexander Forbes must be made in the prescribed form to the Head of Alexander Forbes through the Information Officer at the address, fax number or electronic mail address as set out above. [s 53(1)]

A request in terms of the Act requires the completion of the prescribed request for access form. The form requires the requester to provide certain information. The requester must provide sufficient detail on the request form to enable the private body to identify the record and the requester. [s 53(2)]

Specimen of request form

The request form is set out in Government Gazette No. 23119 dated 15 February 2002. A specimen of the request form is attached as an Annexure to our Information Manual on our website <http://www.alexanderforbes.co.za>

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)].

If a request is made on behalf of another person, the requester must then submit proof in which capacity the

requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

The prescribed time periods will not commence until the pertinent information has been furnished to the Information Officer.

3.3: Fees

There are two types of fees payable:

- request fee
- access fee.

Personal information

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.

Request fee

Where a request fee is payable, the head of the private body must give the requester notice, requiring payment of the prescribed request fee before further processing the request [s 54(1)]. Section 54(3)(b) of the Act allows an application to the court against payment.

Access fee:

If the request is granted then an 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)]

Amount of fees:

The amount of the various fees (to which VAT must be added) as at the date of compilation of this manual are set out in an Annexure to the Information Manual on our website <http://www.alexanderforbes.co.za>

Alexander Forbes may withhold a record until the requester has paid the applicable fees.

4. THE 'SECTION 10 GUIDE' - HUMAN RIGHTS COMMISSION GUIDE

Should a requester require further clarity, the requester is referred to the Guide which will be published by the South African Human Rights Commission.

In terms of Section 10 of the Act, the Human Rights Commission will produce a guide by August 2003. The guide will be printed in each official language in the

Government Gazette and will be available for inspection by the public at the offices of the
South African Human Rights Commission,
PAIA Unit,
Private Bag 2700,
Houghton 2041,

Telephone 011 484 8300 or Fax 011 484 0582 or at
www.sahrc.org.za or e-mail PAIA@sahrc.org.za.

5. **RECORDS**

The following are the categories of records held by Alexander Forbes. Examples of the types of records in the various categories are also listed.

In respect of other legislation

Records are available in accordance with the following legislation:

- Administration of Estates Act 66 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Consumer Affairs (Unfair Business Practices Act) 71 of 1998
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Institutions (Protection of Funds) Act 28 of 2001
- Financial Intelligence Centre Act 38 of 2001
- Financial Markets Control Act 55 of 1998
- Financial Services Board Act 97 of 1990
- Income Tax Act 58 of 1962
- Insider Trading Act 135 of 1998
- Labour Relations Act 66 of 1995
- Long-term Insurance Act 52 of 1998
- Medical Schemes Act 131 of 1998
- National Payment Systems Act 78 of 1998
- Pension Funds Act 24 of 1956 (and Regulations), as amended
- Policyholder Protection Rules
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- Inspection of Financial Institutions Act 80 of 1998
- Regional Services Councils Act 109 of 1985
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999

- Stock Exchange Control Act 1 of 1985
- Trade Marks Act 194 of 1993
- Trust Property Control Act 57 of 1988
- Unemployment Insurance Act 63 of 2001
- Usury Act 73 of 1965
- Value Added Tax Act 89 of 1991

Subjects and categories of records held

Alexander Forbes' personal, confidential, commercial, research and other records are held at its various branches, with third parties and at the premises of records storage contractors.

Company records	
Financial	Human resources management
Company law records and statutory returns	Information & communication technology
Securities Exchange records	Shareholder information and communication

People and organisations	
Customers	Bankers and financial advisers
Employees	Other professional advisers
Shareholders	Service and product providers
Third parties	Other suppliers and contractors
Regulatory bodies	Subsidiaries and associates
Industry bodies	Social responsibility grantees

Products and services (to groups and individuals)	
Retirement plans	Insurance products
Investment products	Risk control consulting
Asset consulting	Risk finance consulting
Actuarial consulting	Medical scheme consulting
Benefit communication	Disability & HIV/Aids management
Trust services	Other benefit-related products

Categories of records	
Confidential	Client contact & profile
Statutory reports	Client risk programme
Personal	Client benefit programme
Contracts & policies	Economic and environmental
Planning	Research and development
Performance	Technical & internal information
Compliance	Internal manuals
Quality control	Market intelligence
Financial & Accounts	Surveys & information: clients
Commercial	Surveys & information: public
Staff records	Standards and procedures
Staff benefit plans	Organisational structure
Staff rules and codes	Job descriptions

Operational records	Skills development records
Publicity material	Training material & programmes
Procurement records	Records held by officials
Securities & assets	Information technology

6. GROUNDS FOR REFUSAL OF A REQUEST

A request may be declined in accordance with one of the prescribed grounds for refusal of the request in terms of the Act, and these are set out, inter alia, in Sections 63, 64, 65, 66, 67, 68, and 69 of the Act. In such an event, Part 4 of the Act allows a requester to appeal the decision or to apply to court.

ANNEXURES	
<p>The following documents (as at the date of compilation of the manual) are attached as Annexures to this Information Manual on our website http://www.alexanderforbes.co.za .</p> <p>They are, however, not attached to the submissions made to the South African Human Rights Commission and the Government Gazette in February 2003.</p>	
ANNEXURE A	FEES IN RESPECT OF PRIVATE BODIES
ANNEXURE B	PRESCRIBED FORMS IN RESPECT OF PRIVATE BODIES

LEON DU TOIT INCORPORATED

Reg. No.: 1996/014889/21

**MANUAL CONTEMPLATED IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT.
NO 2 OF 2002**

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1. INTRODUCTION**1.1 PURPOSE OF THE ACT****RECOGNISING *inter alia* THAT :**

- * Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and
- * Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone when that information is required for the exercise or protection of any rights.

AND IN ORDER TO -

- * foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information
- * actively promote a society in which the people of South Africa have effective access to information

the Promotion of Access to Information Act, 2 of 2002 ("the Act") was enacted to give 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.

1.2 MAIN BUSINESS OF LEON DU TOIT INCORPORATED

Leon du Toit Incorporated is a firm of attorneys admitted to practise as such in the High Court of South Africa and governed by *inter alia* the Attorneys Act, 1979.

2. DEFINITIONS

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

"the Act"	The Promotion of Access to Information Act, No 2 of 2002
"working days"	Means any day other than a Saturday, Sunday or Public Holiday
"head"	The senior director of Leon du Toit Incorporated who is acting as head of the Company
"Personal"	means a requester who is seeking access to a record containing personal information about that requester.
"Requester"	means any person making a request for access to a record
"Third Party"	means any other than the requester

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

<u>Postal address:</u>	Leon du Toit Incorporated P O Box 6954 Rustenburg 0300
<u>Physical address:</u>	Leon du Toit Incorporated 144 Leyds Street Rustenburg 0299
<u>Tel:</u>	014 - 597 2565
<u>Fax:</u>	014 597 2491
<u>E-Mail:</u>	toitproc@mweb.co.za

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(a)(b) of the Act)

Any enquiries regarding the guide to be compiled by the South African Human Rights Commission as contemplated in Section 10 of the Act must be directed to :

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION
PAIA Unit
The Research and Documentation Department
Private Bag X2700, Houghton, 2041

Tel: 011 - 484 8300
Fax: 011 - 484 1360
E-Mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

5. NOTICE PUBLISHED IN TERMS OF SECTION 52(2) (Section 51(1)(c) of the Act)

NONE PUBLISHED

Leon du Toit Incorporated holds no information that is freely available without a requester having to request access in terms of the Act.

6. RECORDS (Section 51(1)(d) & (e) of the Act)

Leon du Toit Incorporated holds records on the following subjects and categories :

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

LEON DU TOIT INCORPORATED keeps information / documents in accordance with

the following legislation :

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

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

6.2 DOCUMENTS / INFORMATION HELD BY LEON DU TOIT INCORPORATED IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

LEON DU TOIT INCORPORATED holds the information / documents listed herein below :

- Details relating to the operational commercial and financial interests of LEON DU TOIT INCORPORATED
- 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
- LEON DU TOIT INCORPORATED Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to the pension fund

All information requested shall only be made available subject to the provisions of the Act and subject to Attorney-Client Privilege.

7. MANNER OF ACCESS

The Requester must use the prescribed form to make the request.

No request, other than a personal request, will be processed without payment of the prescribed request fee.

If a request is granted an access fee must be paid

The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is granted or refused.

8. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

In terms of Section 62 to 69 of the Act access to a record may be refused on one of more of the following grounds:

- 8.1 Mandatory protection of the privacy of a third party who is a natural person
- 8.1.1 Mandatory protection of the commercial information of a third party
- 8.2 Mandatory protection of certain confidential information of a third party
- 8.3 Mandatory protection of records privileged from production in legal proceedings;
- 8.4.1 The commercial information of Leon du Toit Incorporated
- 8.5 Mandatory protection of research information of a third party

Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act)

9. APPLICATIONS REGARDING DECISIONS OF THE HEAD OF LEON DU TOIT INCORPORATED

A requester that is dissatisfied with the decision of the Head of Leon du Toit Incorporated, may subject to the provisions of the Act within 30 days of notification of the decision, apply to the Court for appropriate relief.

10. AVAILABILITY OF THIS MANUAL

This manual is available for inspection at the offices of Leon du Toit Incorporated free of charge.

Copies of the manual may be obtained, subject to the payment of the prescribed fee at the offices of Leon du Toit Incorporated.

The manual can also be accessed on the website of The South African Human Rights Commission, at the offices of The Law Society of the Northern Provinces and will be published in the Government Gazette.



SECTION 51 MANUAL FOR PSITEK (PROPRIETARY) LIMITED
(Registration Number 1992/005730/07)

1. INTRODUCTION

Psitek (Pty) Ltd specialises in the design and development of telecommunications products. The company is based in Cape Town, South Africa and represents one of the major developers and manufacturers of customised telecommunication solutions for the African continent. Since the early 1980's Telecommunications has represented one of the fastest growing sectors within the electronics field. Whilst the Telecommunications industry has always been contested by a number of large corporate players, Psitek realised the need for the development of customised products. The company was able to produce early successes by proving its ability to develop and manufacture quality products and offer superior customer service. Founded by two of the current directors, the company has enjoyed steady and continuous growth since its conception as a Close Corporation in 1990. Psitek was converted to a proprietary limited company in 1992. Since the foundation of the company, numerous successes and world class developments have been produced for the fast-paced electronics industry. Focus on key niche market segments has ensured that Psitek has been able to progressively grow from a two-man company to a medium sized enterprise.

2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

2.1 CONTACT DETAILS

2.1.1	Postal Address	PO Box 4414, Tygervally, 7536
2.1.2	Telephone Number	+27 21 915 6940
2.1.3	Fax Number	+27 21 915 6960
2.1.4	Website Address	www.psitek.com
2.1.5	Email Address (Head)	section51@psitek.com

2.2 HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT NUMBER 2 OF 2000 ("The Act")

2.2.1 The Human Rights Commission shall make available a guide to assist in the use of the Act. This should be available by August 2003.

2.2.2 Please direct any enquiries to:
The South African Human Rights Commission
 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

2.3 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

This list may be updated on a voluntary and periodic basis.

2.4 ACCESS TO THE RECORDS HELD BY PSITEK (PTY) LTD

2.4.1 Section 52(2) Notice

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

2.4.2 Records that may be requested

2.4.2.1 CORPORATE DEPARTMENT

- Records of Meetings
- Company Records (e.g. directors' register, minute book)

2.4.2.2 FINANCE DEPARTMENT

- Financial Statements

2.4.2.3 HUMAN RESOURCES DEPARTMENT

- Policies on staff recruitment
- Grievance Procedures
- Leave Policy
- Other staff-related policies
- Employment records

2.4.2.4 IT DEPARTMENT

- Electronic Communications Policy
- System Reports (incl. monitoring)

2.4.3 Request Procedures

The requester must:

- 2.4.3.1 use the prescribed form to make the request for access to a record;
- 2.4.3.2 address the request to the head of Psitek (Pty) Ltd at Psitek's postal address, fax number or electronic mail address;
- 2.4.3.3 provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester;
- 2.4.3.4 indicate which form of access is required (e.g. written, printed, visual images, sound, electronic or machine-readable form);
- 2.4.3.5 indicate if any other manner is to be used to inform the requester and state the following particulars:
 - particulars of the requester;
 - postal address or fax number in the Republic of South Africa;
- 2.4.3.6 identify the right that he/she/it wishes to exercise or to be protected and provide an explanation of why the requested record is required for the exercise of protection of the right;
- 2.4.3.7 Submit proof of the capacity in which he/she/it is making the request, where the request is made on behalf of another person, which proof shall be to the satisfaction of the head of Psitek.

2.4.4 Fees

- 2.4.4.1 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.
- 2.4.4.2 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.
- 2.4.4.3 The fee that the requester must pay to a private body is currently R50 (fifty Rand).
- 2.4.4.4 The requester may lodge an application to the court against the tender or payment of the request fee.
- 2.4.4.5 After the head of Psitek (Pty) Ltd has made a decision on the request, the requester must be notified in the required form.
- 2.4.4.6 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.

2.5 OTHER INFORMATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

2.6 AVAILABILITY OF THE MANUAL

- 2.6.1 The manual is available for inspection, free of charge, at the offices of Psitek (Pty) Ltd, Tijger Park V, Willie van Schoor Avenue, Tygervalley.
- 2.6.2 Copies of the manual are also available at the South African Human Rights Commission, in the Government Gazette and on Psitek (Pty) Ltd's website: www.psitek.com

2.7 FEEES IN RESPECT OF PRIVATE BODIES

Please consult **Part III** of Annexure A of Government Notice number R.187 dated 15 February 2002.

2.8 PRESCRIBED FORMS

Please consult **Form C** of Annexure A of Government Notice number R.187 dated 15 February 2002.

Freight Management

CUSTOMS CLEARING · FORWARDING · EXPORTS · WAREHOUSING

MANUAL IN TERMS OF SECTION 51, PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. **NAME** : S.A. FREIGHT MANAGEMENT (PTY) LTD
REGISTRATION NO. : 1994/00904/07
CEO : Mr. Thomas Ignasius Ferreira
INFORMATION OFFICER : Mrs. Janet Turner

2. CONTACT DETAILS:

POSTAL ADDRESS : P.O. Box 717, MILNERTON, 7435
STREET ADDRESS : 18 Railway Road, Montague Gardens, 7441
TELEPHONE : 021-551 4940
FAX NO. : 021-551 4949
E-MAIL : info@freightman.com
WEB ADDRESS : www.freightman.com

3. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

- 3.1. Basic Conditions of Employment Act
- 3.2. Companies Act
- 3.3. Compensation for Occupational Injuries and Health Diseases Act
- 3.4. Employment Equity Act
- 3.5. Income Tax Act
- 3.6. Regional Services Council
- 3.7. Skills Development Levies
- 3.8. Unemployment Insurance Act
- 3.9. Value Added Tax Act

2/.....

E-Mail: info@freightman.com
 Tel: (012) 551 4940 ■ Fax: (021) 551 4949
 PO Box 717 ■ Milnerton ■ 7435 ■ South Africa
 18 Railway Road ■ Montague Gardens ■ Cape Town
 S.A. Freight Management (Pty) Ltd ■ Reg No: 1994/00904/07

Directors: D Branquinho ■ TI Ferreira

Freight Management

CUSTOMS CLEARING - FORWARDING - EXPORTS - WAREHOUSING

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4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION

4.i. Not applicable

4.i.i. Licences

Minutes of Management Meetings

Minutes of Staff Meetings

Correspondence

Staff Recruitment Policies

Employment Contracts

Remuneration Records and Policies

Sales Records

Shipping Records

Client Registry

Financial Statements

Annual Financial Statements

Vouchers

Asset Inventory

E-Mail: Info@freightman.com

Tel: (012) 551 4940 ■ Fax: (021) 551 4949

PO Box 717 ■ Milnerton ■ 7435 ■ South Africa

18 Railway Road ■ Montague Gardens ■ Cape Town

S.A. Freight Management (Pty) Ltd ■ Reg No: 1994/00904/07

Directors: D Branquinho ■ TI Ferreira

BRANCROFT INVESTMENTS CC

MANUAL IN TERMS OF SECTION 51, PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. **NAME** : BRANCROFT INVESTMENTS CC
 REGISTRATION NO. : 1988/028148/23
 CEO : Mr. Domingos Branquinho
 INFORMATION OFFICER : Mr. Domingos Branquinho

2. **CONTACT DETAILS:**

POSTAL ADDRESS : P.O. Box 90, TABLE VIEW, 7439
 STREET ADDRESS : 18 Railway Road, Montague Gardens, 7441
 TELEPHONE : 021-551 4940
 FAX NO. : 021-551 4949
 E-MAIL : branquinho@freightman.com
 WEB ADDRESS : www.freightman.com

3. **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

- 3.1. Companies Close Corporation Act
- 3.2. Income Tax Act
- 3.3. Regional Services Council
- 3.4. Value Added Tax

2/.....

E-Mail: Branquinho@freightman.com
Tel: (021) 551 4940 ■ Fax: (021) 551 4949
PO Box 90 ■ Table View ■ 7439 ■ South Africa
18 Railway Road ■ Montague Gardens ■ Cape Town
Brancroft Investments CC ■ Reg No: 1988/028148/23

Director: D Branquinho

BRANCROFT INVESTMENTS CC

Page 2

4. **ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION**

4.i. Not applicable

4.i.i. Annual Financial Statements
Vouchers
Sales Records
Property Co.
Clients Registry

E-Mail: Branquinho@freightman.com
Tel: (021) 551 4940 ■ Fax: (021) 551 4949
PO Box 90 ■ Table View ■ 7439 ■ South Africa
18 Railway Road ■ Montague Gardens ■ Cape Town
Brancroft Investments CC ■ Reg No: 1988/028148/23

Director: D Branquinho

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