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MANUALS

IN ACCORDANCE WITH

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



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MANUAL FOR KAROO ORANJE LANDBOUKOÖPERASIE LIMITED (KOLK) IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT NUMBER 2 OF 2000

(hereinafter referred to as "the Act")

INTRODUCTION

The Promotion of Access to Information Act, number 2 of 2000, gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. Where the request is made in terms of the Act, the body to which the request is made is obliged to release the information, except where the Act, expressly provides that the information may not be released. The Act sets out the requisite procedures associated with any such request.

Section 9 of the Act recognises that the exercise of such access to information rights can be limited, and should be subject to limitations where it poses a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

PART 1 – THE AGRICULTURAL CO-OPERATIVE AND CONTACT DETAILS**1. Name of the agricultural co-operative**

Karoo Oranje Landboukoöperasie Limited (KOLK)

2. Nature of business

Agricultural co-operative

3. Managing Director of the co-operative

Mr HL Mostert

4. Postal address

Karoo Oranje Landboukoöperasie Limited
PO Box 24
HOPETOWN
8750

5. Physical address

Church Street
HOPETOWN
8750

6. Contact numbers and e-mail address

Telephone: +27 (53) 203 9200
Fax: +27 (53) 203 0295
E-mail: hq@kolk.co.za

7. Information Officer

Mr PE Maré

8. Postal address

Karoo Oranje Landboukoöperasie Limited
PO Box 24
HOPETOWN
8750

9. Contact numbers and e-mail address

Telephone: +27 (53) 203 9200
Fax: +27 (53) 203 9252
E-mail: hq@kolk.co.za

Note: Public information on KOLK is available on the co-operation's web site (www.kolk.co.za)

PART 2 – GUIDE TO THE MANUAL AND ITS ACCESS

At the time of the compilation of this manual, the South African Human Rights Commission had not compiled the guide contemplated in section 10 of the Act. The guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Any enquires relating to this guide should be directed to the Chief Executive Officer of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or fax (011) 484 1360 or e-mail imokate@sahrc.org.za. Further information may be accessed from the web site www.sahrc.org.za.

PART 3 - RECORDS**10. Records available in terms of section 52(2) of the Act (records accessible without a request for access)**

Not applicable

11. Records held at KOLK's head office (only available on request in terms of the Act)**11.1 Personnel records:**

- As provided by employees;
- as provided by individuals other than employees;
- conditions of employment and employee-related contractual records

11.2 Records relating to customers.**11.3 Records relating to:**

- Financial;
- Operational;
- Marketing;
- Products;
- Internal correspondence;
- Statistical;
- Statutory records. The relevant records of a public nature provided in terms of the following Acts are held in the company's head office:
 - Basic Conditions of Employment Act number 75 of 1997;
 - Companies Act number 61 of 1973;
 - Compensation for Occupational Injuries and Diseases Act number 130 of 1993;
 - Employment Equity Act number 55 of 1998;
 - Environment Conservation Act number 73 of 1989;
 - Health Act number 63 of 1977;
 - Income Tax Act number 58 of 1962;
 - Labour Relations Act number 66 of 1995 (as amended);
 - Occupational Health and Safety Act number 85 of 1993;

- Pension Funds Act number 24 of 1956;
- Promotion of Access to Information Act number 2 of 2000;
- Skills Development Act number 97 of 1998;
- Skills Development Levies Act number 9 of 1999;
- Unemployment Insurance Act number 30 of 1966 (as amended);
- Value Added Tax Act number 89 of 1991

PART 4 – INFORMATION REQUEST PROCEDURES

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the Managing Director or the Information Officer of KOLK. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the Managing Director and/or the Information Officer of KOLK must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual.

Furthermore, the Managing Director and/or Information Officer must refuse a request for access to a record of KOLK if the record contains information, the disclosure of which could harm the interests of KOLK. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by KOLK. Access to such records will require the written permission of the third party concerned before KOLK will permit access to view.

In accordance with the above mandatory refusal grounds, the Managing Director/Information Officer will make a decision whether to accede to a request for access to information.

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

PART 5 – MANUAL AVAILABILITY

This manual shall be available at the South African Human Rights Commission as from August 2003.

Copies may also be obtained from the Information Officer of the company. In respect of hard copies, postage will be for the account of the requester.

HANDLEIDING VIR KAROO ORANJE LANDBOUKOÖPERASIE BEPERK (KOLK), IN TERME VAN DIE VEREISTES VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING NOMMER 2 VAN 2000

(hierin na verwys as "die Wet")

INLEIDING

Die Wet op die Bevordering van Toegang tot Inligting, nommer 2 van 2000, gee uitvoering aan die konstitusionele reg tot toegang tot enige inligting wat deur die Staat gehou word en enige inligting wat deur enige ander persoon gehou word en wat benodig word vir die uitoefening of beskerming van enige regte. Die Wet stipuleer die voorgeskrewe prosedure wat verband hou met enige sodanige versoek om inligting.

In terme van die Wet, waar 'n versoek aan 'n liggaam gerig word, is daar 'n verpligting om inligting te verskaf, behalwe in die gevalle waar die Wet uitdruklik daarvoor voorsiening maak dat die inligting nie verskaf mag word nie. In hierdie konteks erken artikel 9 dat die toegang tot inligting wel beperk kan word. Die beperking hou verband met omstandighede waar die vrystelling van inligting inbreuk sal maak op die beskerming van privaatheid, kommersiële vertroulikheid en die uitoefening van effektiewe regulering.

DEEL 1 – DIE LANBOUKOÖPERASIE EN KONTAK BESONDERHEDE

1. Naam van die landboukoöperasie

Karoo Oranje Landboukoöperasie Beperk (KOLK)

2. Aard van besigheid

Landboukoöperasie

3. Besturende Direkteur van die landboukoöperasie

Mnr HL Mostert

4. Posadres:

Karoo Oranje Landboukoöperasie Beperk
Posbus 24
HOPETOWN
8750

5. Fisiese adres:

Kerkstraat
HOPETOWN
8750

6. Kontak nommers en e-pos

Telefoon: +27 (53) 203 9200
Faks: +27 (53) 203 0295
E-pos: hq@kolk.co.za

7. Inligtingsbeampste

Mnr PE Maré

8. Posadres:

Karoo Oranje Landboukoöperasie Beperk
Posbus 24
HOPETOWN
8750

9. Kontak nommers en e-pos

Telefoon: +27 (53) 203 9200
Faks: +27 (53) 203 9252
E-pos: hq@kolk.co.za

Nota: Publieke inligting oor KOLK is beskikbaar op die landboukoöperasie se webtuiste (www.kolk.co.za).

DEEL 2 – GIDS TOT DIE HANDLEIDING EN TOEGANG DAARTOE

Ten tye van die voorbereiding van die handleiding, het die Menseregte Kommissie nog nie die gids soos bedoel in artikel 10 van die Wet saamgestel nie. Die bedoeling is dat die gids inligting bevat wat redelikerwys benodig sal word deur 'n persoon wat sy regte wil uitoefen soos in die Wet bedoel. Derhalwe moet enige navrae in verband met die voorbedeelde gids gerig word aan die Hoof Uitvoerende Beampte van die Menseregte Kommissie, Privaatsak 2700, Houghton, 2041. Telefoon (011) 484 8300 of faks (011) 484 1360 of e-pos imokate@sahrc.org.za. Verdere inligting kan verkry word op die webtuiste www.sahrc.org.za.

DEEL 3 – REKORDS**10. Rekords beskikbaar in terme van artikel 52(2) van die Wet (rekords beskikbaar sonder dat 'n persoon nodig het om toegang te vra)**

Nie van toepassing

11. Rekords wat gehou word by KOLK se hoofkantoor (slegs beskikbaar op versoek in terme van die Wet)**11.1 Personeel rekords:**

- soos deur personeel verskaf;
- soos deur individue, anders as personeel verskaf; en
- diensvoorwaardes en kontraktuele rekords wat verband hou met KOLK werknemers

11.2 Rekords wat verband hou met lede en kliënte.**11.3 Rekord wat met KOLK verband hou:**

- Finansiël;
- Bemaking;
- Produkte;
- Interne korrespondensie;
- Statistieke; en
- Navorsing.
- Statutêre Rekords. Relevante rekords van 'n publieke aard wat verband hou met die volgende wetgewing, word gehou by KOLK se hoofkantoor:
 - Wet op Basiese Diensvoorwaardes nommer 75 van 1997;
 - Maatskappye Wet nommer 75 van 1997;
 - Wet op Beslote Korporasies nommer 69 van 1984;
 - Wet op Vergoeding vir Beroepsbeserings en -siektes nommer 130 van 1993;
 - Koöporasiewet nommer 91 van 1981 (soos gewysig);
 - Wet op Kredietooreenkomste nommer 75 van 1980 (soos gewysig);
 - Wet op Gelyke Indiensneming nommer 55 van 1998 (soos gewysig)
 - Wet op Gesondheid nommer 63 van 1977;

- Inkomstebelasting Wet nommer 58 van 1962;
- Wet op Arbeidsverhoudinge nommer 66 van 1995 (soos gewysig);
- Nasionale Padverkeerswet nommer 93 van 1996 (soos gewysig);
- Wet op Beroepsgesondheid en Veiligheid nommer 85 van 1993;
- Pensioenfondswet nommer 24 van 1956;
- Wet op die Bevordering van Toegang tot Inligting nommer 2 van 2000;
- Wet op Streeksdiensterade nommer 109 van 1985 (soos gewysig);
- Vaardigheidsontwikkingswet nommer 97 van 1998;
- Vaardigheidsontwikkelsheffingwet nommer 9 van 1999;
- Werkloosheidsversekeringswet nommer 30 van 1966 (soos gewysig)
- Belasting op Toegevoegde Waarde Wet nommer 89 van 1991;

DEEL 4 – PROSEDURE OM INLIGTING AAN TE VRA

Om 'n dokument in terme van die Wet aan te vra, moet die aansoeker die voorgeskrewe vorm gebruik. Die vorm moet dan by die Besturende Direkteur van KOLK of die Inligtingsbeampte van KOLK ingedien word. Die aansoeker moet voldoende inligting verskaf om KOLK in staat te stel om die relevante dokument en die aansoeker te identifiseer. Die aansoeker moet sy/haar reg wat hy/sy wil beskerm behoorlik identifiseer, en redes aanvoer waarom die gevraagde dokument benodig word om die reg te beskerm. Indien die inligting namens 'n ander party aangevra word, moet die aansoeker bewys lewer van die hoedanigheid waarin hy/sy die navraag rig.

In terme van artikel 63 van die Wet, moet die Besturende Direkteur en/of Inligtingsbeampte 'n versoek van die hand wys, indien die versoek onredelike openbaarmaking van persoonlike inligting van 'n derde party tot gevolg sal hê, insluitend inligting van 'n vooroorlede persoon.

Verder moet die Besturende Direkteur en/of Inligtingsbeampte 'n versoek om inligting weier, indien die dokument wat aangevra word inligting bevat wat, indien dit geopenbaar word, die belange van KOLK kan benadeel. Dieselfde geld, in terme van artikel 64, vir kommersiële inligting van derde partye wat by KOLK gehou word. Toegang tot sodanige inligting sal gepaard moet gaan met skriftelike toestemming van die tersaaklike derde party.

Die Besturende Direkteur en/of Inligtingsbeampte sal, in oorleg met die voormelde verpligte gronde vir weiering, 'n besluit neem of die versoek om inligting toegestaan moet word al dan nie.

Enige soeke, reproduksie en dokumentvoorbereiding wat genoodsaak word deur 'n versoek om inligting, sal onderneem word in oorleg met die voorgeskrewe fooie.

DEEL 5 – BESKIKBAARHEID VAN DIE HANDLEIDING

Die handleiding sal beskikbaar wees by die Suid Afrikaanse Menseregte Kommissie vanaf Augustus 2003.

Kopiëe van hierdie handleiding is by die Inligtingsbeampte beskikbaar. Enige posgeld in verband met die versending van harde kopiëe sal vir die rekening van die aansoeker wees.

GOLDEN ARROW INVESTMENT HOLDINGS LIMITED
Registration No: 1993/003063/07

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**
("the Act").

PART 1

[Information required under section 51(1)(a) of the Act]

Name of Body: Golden Arrow Investment Holdings Limited

Head of Body: Nic Cronjé (Chairman) who has delegated this power to
Karin de Jongh

Postal address: P O Box 1795
CAPE TOWN
8000

Street address: Arrowgate Depot
Palotti Road
Montana
7495

Telephone No: +27 21 937 8800

Fax No: +27 21 934 4885

Email address: karindejongh@gabs.co.za

PART II

[Information required under section 51 (1) (b) of the Act]

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available and how to obtain access to it. The Act requires the South African Human Rights Commission ("SAHRC") to compile this guide. This guide is to help people understand the provisions of the Act, its objects and how to make use of the provisions of the Act. The SAHRC believes the guide will be completed by August 2003. As soon as the guide is available, it will form part of this manual. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 detail how the Human Rights Commission should make this guide available.

PART III

[Information required under section 51(1)(c) of the Act]

NONE

PART IV**(Information required under section 51(1)(d) of the Act)**

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

Income Tax Act 58 of 1962

The Prescription Act 68 of 1969

Value Added Tax Act 89 of 1991

PART V**(Information required under section 51(1)(e) of the Act)****GENERAL DOCUMENTS**

Internal and external correspondence

The full version of this manual is available for inspection at the registered office of the company:

103 Bofors Circle
Epping Industria
7460

GARROW HOLDINGS(PTY) LTD
Registration No: 1992/001236/07

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
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PART 1

[Information required under section 51(1)(a) of the Act]

Name of Body: GARROW HOLDINGS (PTY) LTD

Head of Body: Nic Cronjé (Chairman) who has delegated this power to Karin de Jongh

Postal address: P O Box 1795
CAPE TOWN
8000

Street address: Arrowgate Depot
Palotti Road
Montana
7459

Telephone No: +27 21 937 8800

Fax No: +27 21 934 4885

Email address: karindejongh@gabs.co.za

PART II

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Income Tax Act 58 of 1962

PART V**[Information required under section 51(1)(e) of the Act]**

NO SUCH INFORMATION AVAILABLE

The full version of this manual is available for inspection at the registered office of the company:

103 Bofors Circle
Epping Industria
7460

TABLE BAY AREA RAPID TRANSIT (PTY) LTD
Registration No: 1995/003407/07

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ACCESS TO INFORMATION ACT 2 OF 2000**
("the Act").

PART 1

[Information required under section 51(1)(a) of the Act]

Name of Body: TABLE BAY AREA RAPID TRANSIT (PTY) LTD

Head of Body: Nic Cronjé (Chairman) who has delegated this power to Karin de Jongh.

Postal address: P O Box 1795
CAPE TOWN
8000

Street address: Arrowgate Depot
Palotti Road
Montana
7495

Telephone No: +27 21 937 8800

Fax No: +27 21 934 4885

Email address: karindejongh@gabs.co.za

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NO WEBSITE AVAILABLE

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

Income Tax Act 58 of 1962

Prescription Act 91 of 1964

PART V

(Information required under section 51(1)(e) of the Act)

NO SUCH INFORMATION AVAILABLE

The full version of this manual is available for inspection at the registered office of the company:

103 Bofors Circle
Epping Industria
7460

PENLINK (PTY) LTD
Registration No: 1995/002148/07

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PART 1

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Head of Body: Nic Cronjé (Chairman) who has delegated this power to
Karin de Jongh.

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Income Tax Act 58 of 1962

Prescription Act 91 of 1964

PART V

(Information required under section 51(1)(e) of the Act)

NO SUCH INFORMATION AVAILABLE

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103 Bofors Circle
Epping Industria
7460

TRANSIT RESEARCH AND MANAGEMENT SERVICES (PTY) LTD
Registration No: 1993/002071/07

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Name of Body: TRANSIT RESEARCH AND MANAGEMENT SERVICES (PTY) LTD

Head of Body: Nic Cronjé (Chairman) who has delegated this power to
Karin de Jongh.

Postal address: P O Box 1795
CAPE TOWN
8000

Street address: Arrowgate Depot
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NO SUCH INFORMATION AVAILABLE

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103 Bofors Circle
Epping Industria
7460

BAAKENS HOLDINGS LIMITED**Registration No: 1952/000801/06**

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PART I**[Information required under section 51(1)(a) of the Act]**

Name of Body: BAAKENS HOLDINGS LIMITED

Head of Body: Nic Cronjé (Chairman) who has delegated this power to Karin de Jongh

Postal address: P O Box 1795
CAPE TOWN
8000

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Income Tax Act 58 of 1962

Value Added Tax Act 89 of 1991

The Prescription Act 68 of 1969

PART V

[Information required under section 51(1)(e) of the Act]

GENERAL DOCUMENTS

Agreements;

Internal and external correspondence;

The full version of this manual is available for inspection at the registered office of the company:

103 Bofors Circle
Epping Industria
7460

BEEKAY 265 INVESTMENTS (PTY) LTD
Registration No: 2000/010379/07

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**
("the Act").

PART I

[Information required under section 51(1)(a) of the Act]

Name of Body: BEEKAY 265 INVESTMENTS (Pty) Ltd

Head of Body: Nic Cronjé (Chairman) who has delegated this power to Karin de Jongh.

Postal address: P O Box 1795
CAPE TOWN
8000

Street address: Arrowgate Depot
Palotti Road
Montana
7495

Telephone No: +27 21 937 8800

Fax No: +27 21 934 4885

Email address: karindejongh@gabs.co.za

PART II

[Information required under section 51 (1) (b) of the Act]

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available and how to obtain access to it. The Act requires the South African Human Rights Commission ("SAHRC") to compile this guide. This guide is to help people understand the provisions of the Act, its objects and how to make use of the provisions of the Act. The SAHRC believes the guide will be completed by August 2003. As soon as the guide is available, it will form part of this manual. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 detail how the Human Rights Commission should make this guide available.

PART III

[Information required under section 51(1)(c) of the Act]

NO WEBSITE AVAILABLE

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

Income Tax Act 58 of 1962

PART V

(Information required under section 51(1)(e) of the Act)

NO SUCH INFORMATION AVAILABLE

The full version of this manual is available for inspection at the registered office of the company:

103 Bofors Circle
Epping Industria
7460

BEEKAY 263 INVESTMENTS (PTY) LTD
Registration No: 2000/Q10182/07

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**
("the Act").

PART 1

[Information required under section 51(1)(a) of the Act]

Name of Body: BEEKAY 263 INVESTMENTS (Pty) Ltd

Head of Body: Nic Cronjé (Chairman) who has delegated this power to
Karin de Jongh.

Postal address: P O Box 1795
CAPE TOWN
8000

Street address: Arrowgate Depot
Palotti Road
Montana
7495

Telephone No: +27 21 937 8800

Fax No: +27 21 934 4885

Email address: karindejongh@gabs.co.za

PART II

[Information required under section 51 (1) (b) of the Act]

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available and how to obtain access to it. The Act requires the South African Human Rights Commission ("SAHRC") to compile this guide. This guide is to help people understand the provisions of the Act, its objects and how to make use of the provisions of the Act. The SAHRC believes the guide will be completed by August 2003. As soon as the guide is available, it will form part of this manual. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 detail how the Human Rights Commission should make this guide available.

PART III

[Information required under section 51(1)(c) of the Act]

NO WEBSITE AVAILABLE

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

Income Tax Act 58 of 1962

PART V

[Information required under section 51(1)(e) of the Act]

NO SUCH INFORMATION AVAILABLE

The full version of this manual is available for inspection at the registered office of the company:

103 Bofors Circle
Epping Industria
7460

BEEKAY 264 INVESTMENTS (PTY) LTD
Registration No: 2000/010358/07

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**
("the Act").

PART 1

[Information required under section 51(1)(a) of the Act]

Name of Body: BEEKAY 264 INVESTMENTS (Pty) Ltd

Head of Body: Nic Cronjé (Chairman) who has delegated this power to
Karin de Jongh.

Postal address: P O Box 1795
CAPE TOWN
8000

Street address: Arrowgate Depot
Palotti Road
Montana
7495

Telephone No: +27 21 937 8800

Fax No: +27 21 934 4885

Email address: karindejongh@gabs.co.za

PART II

[Information required under section 51 (1) (b) of the Act]

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available and how to obtain access to it. The Act requires the South African Human Rights Commission ("SAHRC") to compile this guide. This guide is to help people understand the provisions of the Act, its objects and how to make use of the provisions of the Act. The SAHRC believes the guide will be completed by August 2003. As soon as the guide is available, it will form part of this manual. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 detail how the Human Rights Commission should make this guide available.

PART III

[Information required under section 51(1)(c) of the Act]

NO WEBSITE AVAILABLE

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

Income Tax Act 58 of 1962

PART V

[Information required under section 51(1)(e) of the Act]

NO SUCH INFORMATION AVAILABLE

The full version of this manual is available for inspection at the registered office of the company:

103 Bofors Circle
Epping Industria
7460

BEEKAY 261 INVESTMENTS (PTY) LTD
Registration No: 2000/010463/07

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**
("the Act").

PART 1

[Information required under section 51(1)(a) of the Act]

Name of Body: BEEKAY 261 INVESTMENTS (PTY) LTD

Head of Body: Nic Cronjé (Chairman) who has delegated this power to Karin de Jongh.

Postal address: P O Box 1795
CAPE TOWN
8000

Street address: Arrowgate Depot
Palotti Road
Montana
7495

Telephone No: +27 21 937 8800

Fax No: +27 21 934 4885

Email address: karindejongh@gabs.co.za

PART II

[Information required under section 51 (1) (b) of the Act]

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available and how to obtain access to it. The Act requires the South African Human Rights Commission ("SAHRC") to compile this guide. This guide is to help people understand the provisions of the Act, its objects and how to make use of the provisions of the Act. The SAHRC believes the guide will be completed by August 2003. As soon as the guide is available, it will form part of this manual. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 detail how the Human Rights Commission should make this guide available.

PART III

[Information required under section 51(1)(c) of the Act]

NO WEBSITE AVAILABLE

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

Income Tax Act 58 of 1962

PART V

(Information required under section 51(1)(e) of the Act)

NO SUCH INFORMATION AVAILABLE

The full version of this manual is available for inspection at the registered office of the company:

103 Bofors Circle
Epping Industria
7460

Section 51 Manual in Terms of the Promotion of Access to Information Act for The Start-Up Fund (1993) (Incorporated in Terms of Section 21)**1 Contact Details**

Information Officer: Mr E van Niekerk

Physical Address: 1st Floor – Uitzicht Building, Tygerhills Office Park, Hendrik Verwoerd Drive, Parow, 7500

Postal Address: PO Box 600, Durbanville, 7551

Telephone: 021 930 9434

Fax: 021 930 9437

Website: www.sums.co.za

General enquiries: support@sums.co.za

2 Section 10 Guide on How to use the Act

The Guide will be available from the South African Human Rights Commission (SAHRC) by not 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 2700, Houghton, 2041
Telephone: 011-484-8300
Fax: 011-484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3 Records Available in Terms of Any Other Legislation

Specific records of the company are available to specific persons according to the following acts:

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991.

4 Access to Records**4.1 Latest Notice Regarding the Categories of Records Which are Available Without a Person Having to Request Access in Terms of This Act in Terms of Section 52(2) [s51(1)(c)]**

Not applicable.

4.2 Subjects and Categories of Records Held**Personnel Records**

Personal records provided by personnel
Records provided by a third party relating to personnel
Conditions of employment
Remuneration records
Correspondence relating to personnel
Training plans

Customer Records

Records of transactions with customers
Correspondence with customers
Agreements with customers

Private Body Records

Accounting records and financial statements

Operational records

Internal correspondence

Minutes of meetings

Statutory records

Internal policies and procedures

Contracts with suppliers

4.3 Request Procedure**4.3.1 Form of Request**

A requestor must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

The requester must provide sufficient detail on the request form to enable the information officer 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 on which the requester is making the request to the satisfaction of the head of the private body.

4.3.2 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 prescribe fee (if any) before further processing the request [s54(1)].

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s54(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 [s54(6)].

5 Other Information as may be Prescribed [s51(1)(f)]

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

6 Availability of the Manual

The manual is available for inspection as follows:

- at our offices free of charge
- at the SAHRC
- in the government Gazette.

Section 51 Manual in Terms of the Promotion of Access to Information Act for S-U Management Services Limited and its Subsidiaries: Micro Business Development Corporation (Pty) Ltd, MBDC Finance (Pty) Ltd, Trident Institute (Pty) Ltd

1 Contact Details

Information Officer: Mr E van Niekerk
Physical Address: 1st Floor – Uitzicht Building, Tygerhills Office Park, Hendrik Verwoerd Drive, Parow, 7500
Postal Address: PO Box 600, Durbanville, 7551
Telephone: 021 930 9434
Fax: 021 930 9437
Website: www.sums.co.za
General enquiries: support@sums.co.za

2 Section 10 Guide on How to use the Act

The Guide will be available from the South African Human Rights Commission (SAHRC) by not 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 2700, Houghton, 2041
Telephone: 011-484-8300
Fax: 011-484-0582
Website: www.sahrc.org.za
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- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991.

4 Access to Records

4.1 Latest Notice Regarding the Categories of Records Which are Available Without a Person Having to Request Access in Terms of This Act in Terms of Section 52(2) [s51(1)(c)]

Not applicable.

4.2 Subjects and Categories of Records Held

Personnel Records

Personal records provided by personnel
Records provided by a third party relating to personnel
Conditions of employment
Remuneration records
Correspondence relating to personnel
Training plans

Customer Records

Records of transactions with customers
Correspondence with customers
Agreements with customers

Private Body Records

Accounting records and financial statements
Operational records
Internal correspondence
Minutes of meetings
Statutory records
Internal policies and procedures
Contracts with suppliers

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4.3.2 Fees

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The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s54(3)(b)].

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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 [s54(6)].

5 Other Information as may be Prescribed [s51(1)(f)]

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

6 Availability of the Manual

The manual is available for inspection as follows:

- at our offices free of charge
- at the SAHRC
- in the government Gazette
- and on our website.

ANNE-MARIE KOTZEE PROKUREURS
HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51
VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING NO. 2 VAN 2000

1. Anne-Marie Kotzee Prokureurs
Voortrekkerweg 105A Nylstroom
Posbus 4254, Nylstroom, 0510
Telnr: 014 - 717 2525
Faks: 014 - 717 2489
E-pos: akotzee@pop.co.za
2. Anne-Marie Kotzee Prokureurs hou inligting ingevolge Akteswet 47 van 1937
3.
 - 3.1. Die handleiding is gratis beskikbaar vir inspeksie by die kantore van Anne-Marie Kotzee Prokureurs.
 - 3.2. Afskrifte van die volledige handleiding kan verkry word by die kantore van Anne-Marie Kotzee Prokureurs, onderhewig aan betaling van die voorgeskrewe fooi;

SECTION 51 MANUAL

FOR

MIDAZ ADMINISTRATORS Pty
(LTD)

Reg number: 1995/010762/07

**SECTION 51 MANUAL FOR THE
MIDAZ ADMINISTRATORS Pty (LTD)
Reg number: 1995/010762/07**

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ii. A schematic diagram of the structure of MIDAZ ADMINISTRATORS Pty (LTD).....	2
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B. Contact details [Section 51(1a)].....	3
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D. Access to the records held by MIDAZ ADMINISTRATORS Pty (LTD) [Section 51(1)].....	3
i. Automatic disclosures [Section 51(1)(c)].....	3
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2. PARTICULARS IN TERMS OF SECTION 51

A. The functions and structure of the

MIDAZ ADMINISTRATORS Pty (LTD) [Section 51.(1)(a)]

- i. The functions of the MIDAZ ADMINISTRATORS Pty (LTD)**
As an administrative company it administers commercial property
- ii. A schematic diagram of the structure of MIDAZ ADMINISTRATORS Pty (LTD)**



iii The structure of the MIDAZ ADMINISTRATORS Pty (LTD)

MIDAZ ADMINISTRATORS Pty (LTD) consists of offices that is situated in Gauteng

MIDAZ ADMINISTRATORS Pty (LTD) is made up of two Directors Dr. DJ Kritzingner and Me. M van Wyk The Full Time Administrative staff is Me M Manson and Maintenance staff Mr. J Boshoff, Mr. P Ndwindwa and Mr. W Ntembane

B. Contact details [Section 51(1)(a)]

Information officer:

Me. M van Wyk – Director midazgroup@hotmail.com

Deputy information officer:

Dr DJ Kritzingner – Director djkritz@hotmail.com

General information:

Address 269 Beyers Naude Ave
 Visiomed Office Park
 Cresta
 Johannesburg

Postal address : PO Box 7217
 Cresta
 2118

Telephone : +27 11 678 - 5507
Fax : +27 11 678 - 5517

General enquiries : midazgroup@hotmail.com

C. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The guide will be available from the South African Human Rights Commission.

D. Access to the records held by MIDAZ ADMINISTRATORS Pty (LTD) [Section 51(1)]**i. Automatic disclosures [Section 51(1)(c)]**

A notice in terms of section 52(1) describes the categories of records of the bodies that are available without a person having to request access in terms of the Act.

Voluntary disclosures:

- Information around Rental options

ii. Records that may be requested [Sections 51(1)(d)]**Description of the subjects and categories of records held by MIDAZ ADMINISTRATORS Pty (LTD):****1. LEGAL DOCUMENTATION**

- Rental Agreements

2. FINANCE AND ADMINISTRATION**1. HUMAN RESOURCES**

- Policies on staff recruitment and other staff related policies
- Employment records and other related policies

2. FINANCIAL MANAGEMENT

- Budgets
- Strategic plans

5. DIRECTORS

- Minutes of meetings of Directors and senior management

iii. The request procedures

Reference: Chapter 3 on the Promotion of access to information act

SECTION 51 MANUAL

FOR

**MIDAZ BLACKHEATH
PROPERTIES Pty (LTD)**

Reg number: 1934/005304/07

**SECTION 51 MANUAL FOR THE
MIDAZ BLACKHEATH PROPERTIES Pty (LTD)
Reg number: 1934/005304/07**

1. CONTENTS

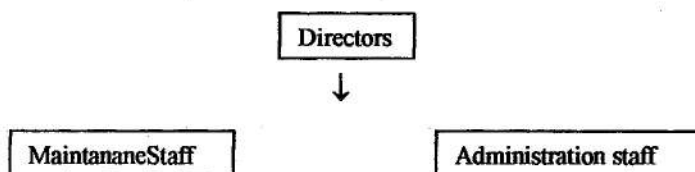
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A. The functions and structure of MIDAZ BLACKHEATH Pty PROPERTIES Pty (LTD).....	2
i. Functions of the MIDAZ BLACKHEATH PROPERTIES Pty (LTD).....	2
ii. A schematic diagram of the structure of MIDAZ BLACKHEATH PROPERTIES Pty (LTD).....	2
iii. The structure of MIDAZ BLACKHEATH PROPERTIES Pty (LTD).....	2
B. Contact details [Section 51(1a)].....	3
Information officer/ deputy information officer and contact details	
C. The section 10 Guide on how to use the Act [Section 51(1)(b)].....	3
D. Access to the records held by MIDAZ BLACKHEATH PROPERTIES Pty (LTD) [Section 51(1)].....	3
i. Automatic disclosures [Section 51(1)(c)].....	3
ii. Records that may be requested [Section 51(1)(d)].....	3
iii. The request procedures [Section 51(1)(e)].....	4

2. PARTICULARS IN TERMS OF SECTION 51

A. The functions and structure of the

MIDAZ BLACKHEATH PROPERTIES Pty (LTD) [Section 51.(1)(a)]

- i. The functions of the MIDAZ BLACKHEATH PROPERTIES Pty (LTD)**
As an asset holding company it leases commercial property out to the general public.
- ii. A schematic diagram of the structure of MIDAZ BLACKHEATH PROPERTIES Pty (LTD)**



iii The structure of the MIDAZ BLACKHEATH PROPERTIES Pty (LTD)

MIDAZ BLACKHEATH PROPERTIES Pty (LTD) consists of properties that is situated in Gauteng

MIDAZ BLACKHEATH PROPERTIES Pty (LTD) is made up of two Directors Dr. DJ Kritzinger and Me. M van The Full Time Administrative staff is Me M Manson and Maintanance staff Mr. J Boshoff, Mr. P Ndwimdwa and Mr. W Ntembane

B. Contact details [Section 51(1)(a)]

Information officer:

Me. M van Wyk – Director midazgroup@hotmail.com

Deputy information officer:

Dr DJ Kritzinger – Director djkritz@hormail.com

General information:

Address 269 Beyers Naude Ave
Visiomed Office Park
Cresta
Johannesburg

Postal address : PO Box 7217
Cresta
2118

Telephone : +27 11 678 - 5507
Fax : +27 11 678 - 5517

General enquiries : midazgroup@hotmail.com

C. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The guide will be available from the South African Human Rights Commission.

D. Access to the records held by MIDAZ BLACKHEATH PROPERTIES Pty (LTD) [Section 51(1)]**i. Automatic disclosures [Section 51(1)(c)]**

A notice in terms of section 52(1) describes the categories of records of the bodies that are available without a person having to request access in terms of the Act.

Voluntary disclosures:

- Information around Rental options

ii. Records that may be requested [Sections 51(1)(d)]**Description of the subjects and categories of records held by MIDAZ BLACKHEATH PROPERTIES Pty (LTD):****1. PLANS**

- Building plans
- Site development plans
- Fire hidrent and water points
- Floor plans

2. LEGAL DOCUMENTATION

- Rental Agreement

3. FINANCE AND ADMINISTRATION

1. HUMAN RESOURCES

- Policies on staff recruitment and other staff related policies
- Employment records and other related policies

2. FINANCIAL MANAGEMENT

- Budgets
- Strategic plans

5. DIRECTORS

- Minutes of meetings of Directors and senior management

iii. The request procedures

Reference: Chapter 3 on the Promotion of access to information act

SECTION 51 MANUAL

FOR

MIDAZ PROPERTIES Pty (LTD)

Reg number: 84/00543/07

SECTION 51 MANUAL FOR THE MIDAZ PROPERTIES Pty (LTD)
Reg number: 84/00543/07

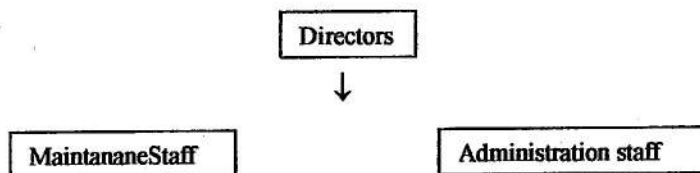
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A. The functions and structure of MIDAZ PROPERTIES Pty (LTD).....	2
i. Functions of the MIDAZ PROPERTIES Pty (LTD).....	2
ii. A schematic diagram of the structure of MIDAZ PROPERTIES Pty (LTD).....	2
iii. The structure of MIDAZ PROPERTIES Pty (LTD).....	2
B. Contact details [Section 51(1a)].....	3
Information officer/ deputy information officer and contact details	
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i. Automatic disclosures [Section 51(1)(c)].....	3
ii. Records that may be requested [Section 51(1)(d)].....	3
iii. The request procedures [Section 51(1)(e)].....	4

2. PARTICULARS IN TERMS OF SECTION 51

A. The functions and structure of the MIDAZ PROPERTIES Pty (LTD) **[Section 51.(1)(a)]**

- i. **The functions of the MIDAZ PROPERTIES Pty (LTD)**
As an asset holding company it leases commercial property out to the general public.
- ii. **A schematic diagram of the structure of MIDAZ PROPERTIES Pty (LTD)**



iii The structure of the MIDAZ PROPERTIES Pty (LTD)

MIDAZ PROPERTIES Pty (LTD) consists of properties that is situated in Gauteng

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B. Contact details [Section 51(1)(a)]

Information officer:

Me. M van Wyk – Director midazgroup@hotmail.com

Deputy information officer:

Dr DJ Kritzinger – Director djkritz@hotmail.com

General information:

Address 269 Beyers Naude Ave
 Visiomed Office Park
 Cresta
 Johannesburg

Postal address : PO Box 7217
 Cresta
 2118

Telephone : +27 11 678 - 5507
Fax : +27 11 678 - 5517

General enquiries : midazgroup@hotmail.com

C. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The guide will be available from the South African Human Rights Commission.

D. Access to the records held by MIDAZ PROPERTIES Pty (LTD) [Section 51(1)]**i. Automatic disclosures [Section 51(1)(c)]**

A notice in terms of section 52(1) describes the categories of records of the bodies that are available without a person having to request access in terms of the Act.

Voluntary disclosures:

- Information around Rental options

ii. Records that may be requested [Sections 51(1)(d)]**Description of the subjects and categories of records held by MIDAZ PROPERTIES Pty (LTD):****1. PLANS**

- Building plans
- Site development plans
- Fire hidrent and waterpoints
- Floorplans

2. LEGAL DOCUMENTATION

- Rental Agreement

3. FINANCE AND ADMINISTRATION**1. HUMAN RESOURCES**

- Policies on staff recruitment and other staff related policies
- Employment records and other related policies

2. FINANCIAL MANAGEMENT

- Budgets
- Strategic plans

5. DIRECTORS

- Minutes of meetings of Directors and senior management

iii. The request procedures

Reference: Chapter 3 on the Promotion of access to information act

SECTION 51 MANUAL

FOR

MIDAZ NORTHCLIFF PROPERTIES
Pty (LTD)

Reg number: 95/11316/07

**SECTION 51 MANUAL FOR THE
MIDAZ NORTHCLIFF PROPERTIES Pty (LTD)
Reg number: 95/11316/07**

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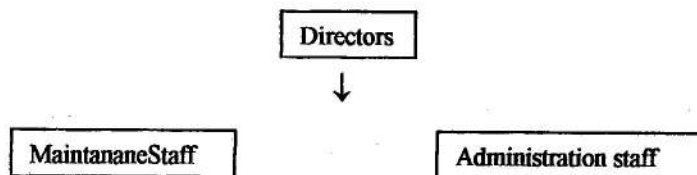
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- i. **The functions of the MIDAZ NORTHCLIFF PROPERTIES Pty (LTD)**
As an asset holding company it leases commercial property out to the general public.
- ii. **A schematic diagram of the structure of MIDAZ NORTHCLIFF PROPERTIES Pty (LTD)**



iii The structure of the MIDAZ NORTHCLIFF PROPERTIES Pty (LTD)

MIDAZ NORTHCLIFF PROPERTIES Pty (LTD) consists of properties that is situated in Gauteng

MIDAZ NORTHCLIFF PROPERTIES Pty (LTD) is made up of two Directors Dr. DJ Kritzinger and Me. M van The Full Time Administrative staff is Me M Manson and Maintanance staff Mr. J Boshoff, Mr. P Ndwimdwa and Mr. W Ntembane

B. Contact details [Section 51(1)(a)]

Information officer:

Me. M van Wyk – Director midazgroup@hotmail.com

Deputy information officer:

Dr DJ Kritzinger – Director djkritz@hormail.com

2. PARTICULARS IN TERMS OF SECTION 51

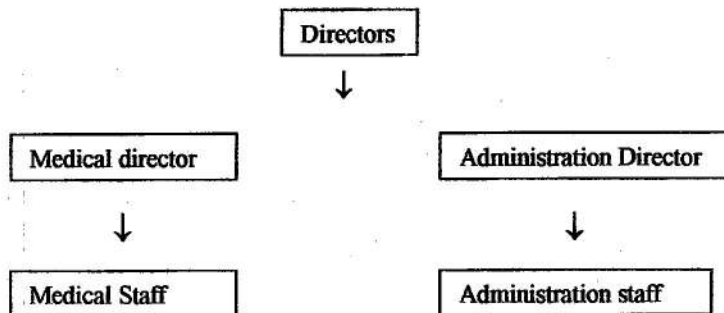
A. The functions and structure of the VISIOMED Pty (LTD) [Section 51.(1)(a)]

i. The functions of the VISIOMED Pty (LTD)

As an ophthalmic day clinic provide a service to the general public through ophthalmic surgeons in regards to

- (a) General eye care
- (b) Refractive eye and laser surgery
- (c) General ophthalmic surgical procedures in regards to a wide range of ophthalmic conditions.

ii. A schematic diagram of the structure of VISIOMED Pty (LTD)



iii The structure of the VISIOMED Pty (LTD)

VISIOMED Pty (LTD) consists of a Clinic that is situated in Gauteng

VISIOMED Pty (LTD) is made up of two Directors Dr. DJ Kritzing and Me. M van Wyk including a Medical Director Dr DJ Kritzing and Administrative Director Mr. D van Wyk The Full Time Administrative staff is Me M Viljoen and Me R Smit and Medical staff Me. C du Toit, Me. A Carstens, Me. M Volschenk, Me. D Staples and Me. L Louw.

B. Contact details [Section 51(1)(a)]

Information officer:

Mr. D van Wyk – Administrative Director deonvanwyk@visicare.co.za

Deputy information officer:

Dr DJ Kritzing – Medical Director djkritz@hormail.com

General information:

Address : 269 Beyers Naude Ave
Visiomed Office Park
Visiomed Eye and Laser Clinic Building
Cresta
Johannesburg

Postal address : PO Box 7217
Cresta
2118

Telephone : +27 11 678 - 3113
Fax : +27 11 678 - 1929
Website : www.eyesite.co.za/visiomed
General enquiries : deonvanwyk@visicare.co.za

C. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The guide will be available from the South African Human Rights Commission.

D. Access to the records held by VISIOMED Pty (LTD) [Section 51(1)(c)]**i. Automatic disclosures [Section 51(1)(c)]**

A notice in terms of section 52(1) describes the categories of records of the bodies that are available without a person having to request access in terms of the Act.

Voluntary disclosures:

1. Website www.eyesite.co.za/visiomed
2. Booklets
3. Pamphlets
4. Posters
5. Newsletters

ii. Records that may be requested [Sections 51(1)(d)]

Description of the subjects and categories of records held by VISIOMED Pty (LTD):

1. PHARMACY RECORDS
2. PATIENT PROSEDURE RECORDS
3. ACCIDENT RECORDS
4. INFECTION RECORDS
5. THEATRE RECORDS

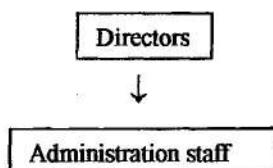
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2. PARTICULARS IN TERMS OF SECTION 51**A. The functions and structure of the
MIDAZ KAROO Pty (LTD) [Section 51.(1)(a)]**

- i. **The functions of the MIDAZ KAROO Pty (LTD)**
As an asset holding company it leases farm land out to farmers.
- ii. **A schematic diagram of the structure of MIDAZ KAROO Pty (LTD)**

**iii The structure of the MIDAZ KAROO Pty (LTD)**

MIDAZ KAROO Pty (LTD) consists of karoo farms that is situated in the Western Cape

MIDAZ KAROO Pty (LTD) is made up of two Directors Dr. DJ Kritzinger and Me. M van
The Full Time Administrative staff is Me M Manson .

B. Contact details [Section 51(1)(a)]**Information officer:**

Me. M van Wyk – Director midazgroup@hotmail.com

Deputy information officer:

Dr DJ Kritzinger – Director djkritz@hormail.com

General information:

Address 269 Beyers Naude Ave
 Visiomed Office Park
 Cresta
 Johannesburg

Postal address : PO Box 7217
Cresta
2118

Telephone : +27 11 678 - 5507

Fax : +27 11 678 - 5517

General enquiries : midazgroup@hotmail.com

C. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The guide will be available from the South African Human Rights Commission.

D. Access to the records held by MIDAZ KAROO Pty (LTD) [Section 51(1)]

i. Automatic disclosures [Section 51(1)(c)]

A notice in terms of section 52(1) describes the categories of records of the bodies that are available without a person having to request access in terms of the Act.

Voluntary disclosures:

- Information around Rental options

ii. Records that may be requested [Sections 51(1)(d)]

Description of the subjects and categories of records held by MIDAZ KAROO Pty (LTD):

1. PLANS

- Geographical plan of the area

2. LEGAL DOCUMENTATION

- Rental Agreement

3. FINANCE AND ADMINISTRATION

1. HUMAN RESOURCES

- Policies on staff recruitment and other staff related policies
- Employment records and other related policies

2. FINANCIAL MANAGEMENT

- Budgets
- Strategic plans

5. DIRECTORS

- Minutes of meetings of Directors and senior management

iii. The request procedures

Reference: Chapter 3 on the Promotion of access to information act

NTE CO-OPERATIVE LTD**MANUAL****PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)****INTRODUCTION**

This manual has been compiled in compliance with the provisions of the above Act and lists the records in the possession of the Co-operative.

CONTACT INFORMATION

Chairman
P O Box 11176
Dorpspruit
3206

Safire House
Redlands Estate
1 George MacFarlane Lane
Pietermaritzburg
3201

Telephone: (033) 392 4800
Telefax: (033) 342 2310
e-mail nte@nte.co.za

GUIDE TO THE ACT

The Human Rights Commission is required in terms of Section 10 of the Act to produce a guide to the Act. The commission may be contacted at Private Bag 2700, Houghton, 2041, telephone number (011) 484 8300.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

- Co-operatives Act.
- Trade Mark Act.
- Income Tax Act.
- Unemployment Insurance Act.
- Value Added Tax Act.
- Compensation for Occupational Injuries and Diseases Act.
- Employment Equity Act.
- Skills Development Levies Act.
- Statistics Act.
- Occupational Health and Safety Act.

REQUEST FOR ACCESS TO RECORDS

A request for access to records of the Co-operative must be in the prescribed form and contain the following information.

- Particulars of the requester, including a postal address or fax number in the Republic.
- Particulars of the records requested.
- Particulars of the right to be protected or exercised.
- An explanation of why the record is required.
- Proof of the capacity of the requester, if the request is made on behalf of a third party.

The prescribed fee will be charged for every request for access to records. In addition, the prescribed fees for copying and access (determined in accordance with the time necessary to prepare the records) will be charged.

LIST OF RECORDS

Secretarial/ Administration

- Co-operative statutes.
- Registers.
- Minutes of meetings.
- Statutory returns.
- Director files

Manufacturing

- Supplier information and agreements.
- Customer information and agreements.
- Product and process information.
- Operational manuals.
- Policies and standard forms.
- Correspondence with internal and external parties.
- Reports and returns.

Finance

- Financial statements.
- Monthly management accounts and trial balances.
- Ledgers.
- Reconciliations.
- Budgets and forecasts.
- Reports and returns.
- Bank account records.
- Copy invoices, statements and credit notes.
- Journals.

Sales

- Marketing information.
- Reports and returns.

Human Resources

- Policies and procedures.
- Forms and applications.
- Standard letters.
- Employee benefits rules, regulations and records.
- Employee information.
- Personnel files.
- Agreements.
- Shop steward / management meeting minutes.
- Health and safety committee minutes and records.
- Reports and returns.

Information Technology

- System documentation and manuals.
- Systems and continuity material.

PRATT LUYT & DE LANGE PROKUREURS**["P L D"]****HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET
OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING,
NO.2 VAN 2000****INDEKS****BLADSY**

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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 PLD 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 Luyt 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 PLD

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;
"PLD"	beteken PRATT, LUYT & DE LANGE PROKUREURS, gestruktureer as 'n vennootskap en welke firma regsadvies gee asook regsverteenvordiging aan individuele kliënte en besighede/organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;
"inligtingsbeampte"	die senior vennoot van PLD is aangewys as die inligtingsbeampte aan wie versoeke vir inligting in terme van die Wet, gerig moet word
"die handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van PLD

2. KONTAKBESONDERHEDE [Artikel 51[1][a] van die Wet]

Naam van liggaam	PRATT, LUYT & DE LANGE PROKUREURS
Vennoot en inligtingsbeampte	PETRUS LUYT
Adres	Markstraat 20, POLOKWANE, 0699
Posadres	Posbus 152, POLOKWANE, 0700
Telefoon	+27 015 295 9020
Faks	+27 015 295 8620
e-pos	santie@prattluyt.co.za
Webblad	Geen

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 dokumentasie afdeling	
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]

PLD hou inligting/dokumente ingevolge die volgende wetgewing [neem asseblief kennis dat hierdie nie 'n volledige lys is nie]:-

- Insolvensiewet No. 24 van 1936, [Artikel 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 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. 56 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

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.

6. INLIGTING/DOKUMENTE GEHOU DEUR PLD IN TERME VAN WET [Artikel 51[1][e] van die Wet

PLD hou inligting/dokumente soos hierna aangedui :

- Inligting ten opsigte van die operasionele, handels- en finansiële belange van PLD
- Kontrakte
- Kliënte databasis [persoonlike inligting van kliënte, handels- en finansiële inligting, inligting t.o.v voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte]
- Standaard indiensnemingskontrakte
- Verslag ten opsigte van Gelyke indiensneming
- Verslag oor vaardigheidsontwikkeling
- PLD Personeel Verslae
- Menslike Hulpbronne [persoonlike inligting van gewese, huidige en voornemende werknemers en vennote/direkteure]
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolisse
- Reëls en regulasies met betrekking tot die pensioenfonds

Enige en ander 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 PLD gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van Wet nie.

7. ANDER INLIGTING [Artikel 51[3] van die Wet]

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie

8. BESIKKBAARHEID VAN DIE HANDLEIDING [Artikel 51[3] van die Wet]

- 8.1. Dte handleiding is gratis beskikbaar vir inspeksie by die kantore van PLD;
- 8.2. Afskrifte van die handleiding kan verkry word by die kantore van PLD, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3. Toegang kan tot die handleiding bekom word op die webblad van 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 SAMK [www.sahrc.org.za] of die Departement van Justisie en Konstitusionele Ontwikkeling [www.doj.gov.za] [onder "regulations"]

CHRIS BOSHOFF
ATTORNEYS

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT,
NO. 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 Chris Boshoff – Attorneys 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 C.P. Boshoff should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Chris Boshoff – Attorneys.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Chris Boshoff – Attorneys from time to time;
"Chris Boshoff – Attorneys"	shall mean Chris Boshoff Attorneys, a private legal practice 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"	C.P. Boshoff, the proprietor, has been appointed as the Information Officer of Chris Boshoff – Attorneys 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:	Chris Boshoff – Attorneys
Appointed Information Officer: Mr C.P. Boshoff	
Address:	2/4 De Vries Building, 260 Commissioner Street, Boksburg
Postal address:	P O Box 1782, Boksburg, 1460
Telephone:	(011) 892 2360/1
Fax:	(011) 892 2362
E-mail:	Not applicable
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)

Chris Boshoff – Attorneys keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Attorneys Act, No. 53 of 1979
- Insolvency Act No. 24 of 1936
- Regional Services Councils Act, Nr. 109 of 1985
- Occupational Health and Safety Act, No. 85 of 1993
- 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

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

7. Chris Boshoff – Attorneys holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Chris Boshoff – Attorneys
- 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)
- Chris Boshoff – Attorneys Personnel Report
- Human Resources (personal information of proprietor and employees)

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 Chris Boshoff – Attorneys 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.

8. 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.

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

- 8.1 This manual is available for inspection at the offices of Chris Boshoff – Attorneys free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Chris Boshoff – Attorneys.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee 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").

SECTION 51 MANUAL FOR DALY'S GARNER MARINE (PTY) LTD**A. CONTENTS**

- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question

- 1. Contact details
- 2. The section 10 Guide on how to use the Act
- 3. Records available in terms of any other legislation
- 4. Access to the records held by the private body in question
 - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
 - ii. Records that may be requested
 - iii. The request procedures
- 5. Other information as may be prescribed
- 6. Availability of the manual
- 7. Prescribed fees for private bodies
- 8. Prescribed forms

Introduction to DALY'S GARNER MARINE (PTY)LTD.

Daly's Garner Marine (Pty) Ltd are incorporated insurance brokers, risk and claims managers.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**1. Contact details**

The Managing Director
Daly's Garner Marine (Pty)Ltd

Rosebank Terrace
23 Sturdee Avenue, Ground Floor
Saxonworld
Rosebank
2196

Po Box 2374
Saxonworld
2132

011- 8804020 (T)
011- 8803909 (F)
dudley@daly.co.za

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 queries 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

3. **Records available in terms of any other legislation**

All records for Daly's Garner Marine (Pty)Ltd is easily available in accordance with any other legislation

4. **Access to the records held by the private body in question**

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed
- iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- 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 head of the private body.

Fees:

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- 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

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

Each manual must be made available as prescribed. The manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, in the Gazette and on the Daly's Garner Marine (Pty)Ltd website.

7. Fees in respect of private bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

- | | |
|--|------|
| | R |
| (a) For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) For every printed copy of an A4-size page or part | |

- | | | |
|-----|---|-------|
| | thereof held on a computer or in electronic or machine-readable form | 0,75 |
| (c) | For a copy in a computer-readable form on - | |
| | (i) stiffy disc | 7,50 |
| | (ii) compact disc | 70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| | (ii) For a copy of visual images | 60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| | (ii) For a copy of an audio record | 30,00 |
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
- | | | |
|--------|---|-------|
| | | R |
| (1)(a) | For every photocopy of an A4-size page or part thereof | 1,10 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,75 |
| (c) | For a copy in a computer-readable form on - | |
| | (i) stiffy disc | 7,50 |
| | (ii) compact disc | 70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | 40,00 |
| | (ii) For a copy of visual images | 60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| | (ii) For a copy of an audio record | 30,00 |
| (f) | To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation. | |
- (2) For purposes of section 54(2) of the Act, the following applies:
- | | |
|-----|--|
| (a) | Six hours as the hours to be exceeded before a deposit is payable; and |
| (b) | one third of the access fee is payable as a deposit by the requester. |
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

8. Prescribed forms

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))

[Regulation 10]

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

Full names and surname:

Identity number:

Postal address:

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 for exemption.

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:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:			
	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? Postage is payable.			YES NO

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

BENSURE PROVIDENT FUND ("The Fund")

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 ("the Act") FOR ASSISTANCE IN REQUESTING INFORMATION FROM THE FUND

The Bensure Provident Fund is a fund defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1.	Head of the Fund:	R A S Duncan
2.	The Financial Services Board PF Number of the Fund is:	12/8/22680/1
3.	The registered address of the Fund is:	399 Main Avenue Ferndale 2194
4.	The postal address of the Fund is:	P O Box 3315 Randburg 2125
5.	The contact telephone number for the Fund is:	(011) 293-1600
6.	The contact facsimile number for the Fund is:	(011) 886-4114
7.	The e-mail address of the Head of the Fund is:	<u>Robd@bensure.co.za</u>

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the Act to assist people to exercise their rights under the Act. This guide will be available by no later than August 2003.

Please direct any queries to:

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: **Private Bag 2700, Houghton 2041**

Telephone: **(011) 484-8300**

Facsimile: **(011) 484-0582**

E-mail: **Paia@sahrc.org.za**

Website: **http://www.sahrc.org.za**

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<p>C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 OF 1956</p>

- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including (amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:
- (i) the documents referred to in c(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extract therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:
- Address: 466 Rigel Avenue, Pretoria
- Telephone: (012) 428-8000
- Facsimile: (012) 347-0221
- Website: <http://www/fsb.co.za>

D. DESCRIPTION OF RECORDS HELD BY FUND

GENERAL RECORDS

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Fund booklets and brochures
- Member communication
- Participating Employer Details
- Fund Register
- Investment Mandates
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

- Membership details
- Contribution records
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers, including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable.
- Pension records
- New entrant statements
- Recognition of transfers
- Claims records, including notification forms, statements of value, payment instructions, copies of cheque / EFT payment references, in relation to all withdrawals (exists, retirements, deaths and disabilities)
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation

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CONTRACTS

- Insurance Policy documents
- Investment contracts
- Contracts and Service Level agreements with Service Providers such as administrators, consultants and auditors
- Policy Holder Protection rules documentation

FINANCIAL RECORDS

- Revenue Statement and Balance Sheet
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Returns for FSB Levies, Retirement Fund Tax
- Fidelity and Indemnity cover documentation and premium records

TRUSTEE RECORDS

- Trustees personal details
- Trustee Election Documentation (Nomination forms and Ballot papers)

**E. REQUEST PROCEDURES: INFORMATION TO FACILITATE A
REQUEST FOR ACCESS TO FUND RECORDS**

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.

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- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested records 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 head of the Fund.
- The head of the Fund 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. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the records for disclosure.
- The forms and fee structure are available on the following websites:
South African Human Rights Commission www.sahrc.org.za
or
Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above)

BENSURE PROVIDENT FUND

ANNEXURE "A"

FORM C

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))

[Regulation 10]

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

Full names and surname:

.....

Identity number:

Postal address:

.....

..... 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 for exemption.*

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:

.....

.....

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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

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

NO

Postage is payable.

G. Particulars of right to be exercised or protected

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

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

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

H. Notice of decision regarding request for access

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

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

.....
.....

Signed at this day of 20

.....
SIGNATURE OF REQUESTER/PERSON ON WHOSE
BEHALF REQUEST IS MADE

ANNEXURE "B"

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

3. Access fees²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure "A" to the Regulations.

4. Other fees

- 4.1 A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure "A", Part III, Item 4(1)(f).

5 Section 54(2).

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record.....	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54 (2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

MANUAL FOR BENSURE HOLDINGS (PTY) LIMITED AND ITS SUBSIDIARIES

**Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT
No 2 of 2000**

(hereinafter referred to as "the Act")

Introduction

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

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

PART 1

COMPANY AND CONTACT DETAILS

NAME OF COMPANY

Bensure Holdings (Pty) Limited

REGISTRATION NUMBER OF COMPANY

1988/006033/07

NATURE OF BUSINESS

A Holding Company

CEO OF COMPANY

Mr C J Cunningham-Moorât

POSTAL ADDRESS

P O Box 3315

RANDBURG

2125

STREET ADDRESS

399 Main Avenue

FERNDALE

2194

Telephone Number

(111) 293-1600

Telefax Number

(011) 886-4114

Email Address

bengt@global.co.za

Information Officer

Mr A Wolmarans

Postal Address

P O Box 3315

RANDBURG

2125

Telephone

(011) 777-1889

Telefax Number

(011) 777-1875

Email Address

Andrew@bensure.co.za

Note Public information on the company is available on the company's web site www.bensure.co.za.

PART 2**GUIDE TO THE MANUAL AND ITS ACCESS**

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

PART 3**RECORDS****Records available in terms of Section 52(2) of the Act**

This clause serves as a reference to the records that the Private Body holds in order to facilitate a request in terms of the Act.

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.

RECORDS THAT ARE HELD IN THE COMPANY'S HEAD OFFICE

1. Personnel Records

- 1.1 As provided by employees.
- 1.2 As provided by individuals other than employees.
- 1.3 Conditions of employment and employee -related contractual records

2. Records relating to Customers

3. Records relating to Bensure Holdings (Pty) Limited

- 3.1 Financial
- 3.2 Marketing
- 3.3 Product
- 3.4 Internal Correspondence
- 3.5 Statistical
- 3.6 Research
- 3.7 Incorporation Documents and Records
- 3.8 Statutory records that at present include the following: -
 - Basic Conditions of Employment Act. No. 75 of 1997.
 - Companies Act No.61 of 1973.
 - Close Corporations Act No 69 of 1984
 - Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.
 - Competition Act. No. 89 of 1998.
 - Employment Equity Act No.55 of 1998.
 - Health Act No. 63 of 1977.
 - Income Tax Act No. 58 of 1962.
 - Labour Relations Act No. 66 of 1995 as amended.
 - Occupational Health and Safety Act. No 85 of 1993.
 - Pension Funds Act. No. 24 of 1956.
 - Promotion of Access to Information Act No. 2 of 2000.

ANNEXURE "B"

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

3. Access fees²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure "A" to the Regulations.

4. Other fees

- 4.1 A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure "A", Part III, Item 4(1)(f).

5 Section 54(2).

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54 (2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

PART 3

RECORDS

Records available in terms of Section 52(2) of the Act

This clause serves as a reference to the records that the Private Body holds in order to facilitate a request in terms of the Act.

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.

PRIVATE BODY DOCUMENTS AND RECORDS

1. Personnel Records

- 1.1 As provided by employees.
- 1.2 As provided by individuals other than employees.
- 1.3 Conditions of employment and employee -related contractual records

2. Records relating to Customers

3. Records relating to Maxwell 102 CC

- 3.1 Financial
- 3.2 Internal Correspondence
- 3.5 Incorporation Documents and Records
- 3.8 Statutory records that at present include the following: -
 - Basic Conditions of Employment Act. No. 75 of 1997.
 - Companies Act No.61 of 1973.
 - Close Corporations Act No 69 of 1984

PART 4

INFORMATION REQUEST PROCEDURE

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the Information Officer of Maxwill 102 CC. The requester must provide sufficient detail to enable the private body to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the Information Officer of Maxwill 102 CC must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the Information Officer of Maxwill 102 CC must refuse a request for access to a record of the company if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Maxwill 102 CC. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Maxwill 102 CC. Access to such records will require the written permission of the third party concerned before the company will permit access to view.

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

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

PART 5

MANUAL AVAILABILITY

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is also available from the Information Officer of Maxwell 102 CC.

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

ANNEXURE "A"

FORM C

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))
 [Regulation 10]

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

Full names and surname:

.....

Identity number:

Postal address:

.....

..... 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 for exemption.*

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:

.....

.....

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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

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

NO

Postage is payable.

G. Particulars of right to be exercised or protected

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

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

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

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
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(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54 (2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

MANUAL FOR C J C M MANAGEMENT SERVICES CC

Prepared in terms of the requirements of the PROMOTION OF ACCESS TO INFORMATION ACT No 2 of 2000

(hereinafter referred to as "the Act")

Introduction

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

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

PART 1

PRIVATE BODY AND CONTACT DETAILS

NAME OF PRIVATE BODY

C J C M Management Services CC

NATURE OF BUSINESS

INVSTMENT AND MANAGEMENT SERVICES AND AGENTS

REGISTRATION NUMBER

1994/022773/23

INFORMATION OFFICER

N L WILLIAMS

POSTAL ADDRESS

P O Box 3315

RANDBURG

2125

STREET ADDRESS

2 Bromley Close

BRYANSTON

2194

Telephone Number

(111) 293-1600

Telefax Number

(011) 886-4114

Email Address

nickyw@bensure.co.za

PART 2**GUIDE TO THE MANUAL AND ITS ACCESS**

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

PART 3

RECORDS

Records available in terms of Section 52(2) of the Act

This clause serves as a reference to the records that the Private Body holds in order to facilitate a request in terms of the Act.

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.

PRIVATE BODY DOCUMENTS AND RECORDS

1. Personnel Records

- 1.1 As provided by employees.
- 1.2 As provided by individuals other than employees.
- 1.3 Conditions of employment and employee -related contractual records

2. Records relating to Customers

3. Records relating to C J C M Management Services CC

- 3.1 Financial
- 3.2 Internal Correspondence
- 3.5 Incorporation Documents and Records
- 3.8 Statutory records that at present include the following: -
 - Basic Conditions of Employment Act. No. 75 of 1997.
 - Companies Act No.61 of 1973.
 - Close Corporations Act No 69 of 1984

PART 4

INFORMATION REQUEST PROCEDURE

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the Information Officer of C J C M Management Services CC. The requester must provide sufficient detail to enable the private body to identify the record and the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

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

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

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

PART 5

MANUAL AVAILABILITY

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is also available from the Information Officer of C J C M Management Services CC.

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

ANNEXURE "A"

FORM C

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))

[Regulation 10]

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

Full names and surname:

.....

Identity number:

Postal address:

.....

.....

..... 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 for exemption.*

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:

.....

.....

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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

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

NO

Postage is payable.

G. Particulars of right to be exercised or protected

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

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

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

H. Notice of decision regarding request for access

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

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

Signed at this day of 20

.....
SIGNATURE OF REQUESTER/PERSON ON WHOSE
BEHALF REQUEST IS MADE

ANNEXURE "B"

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

3. Access fees²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure "A" to the Regulations.

4. Other fees

- 4.1 A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure "A", Part III, Item 4(1)(f).

5 Section 54(2).

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54 (2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

SUREPLUS RETIREMENT ANNUITY FUND ("The Fund")

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 ("the Act") FOR ASSISTANCE IN REQUESTING INFORMATION FROM THE FUND

The Sureplus Retirement Annuity Fund is a fund defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1.	Head of the Fund:	R A S Duncan
2.	The Financial Services Board PF Number of the Fund is:	12/8/22680/1
3.	The registered address of the Fund is:	399 Main Avenue Ferndale 2194
4.	The postal address of the Fund is:	P O Box 3315 Randburg 2125
5.	The contact telephone number for the Fund is:	(011) 293-1600
6.	The contact facsimile number for the Fund is:	(011) 886-4114
7.	The e-mail address of the Head of the Fund is:	Robd@bensure.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the Act to assist people to exercise their rights under the Act. This guide will be available by no later than August 2003.

Please direct any queries to:

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: Private Bag 2700, Houghton 2041

Telephone: (011) 484-8300

Facsimile: (011) 484-0582

E-mail: Paia@sahrc.org.za

Website: <http://www.sahrc.org.za>

<p style="text-align: center;">C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 OF 1956</p>

- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including (amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:
- (i) the documents referred to in c(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extract therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 466 Rigel Avenue, Pretoria

Telephone: (012) 428-8000

Facsimile: (012) 347-0221

Website: <http://www/fsb.co.za>

D. DESCRIPTION OF RECORDS HELD BY FUND

GENERAL RECORDS

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Fund booklets and brochures
- Member communication
- Participating Employer Details
- Fund Register
- Investment Mandates
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

- Membership details
- Contribution records
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers, including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable.
- Pension records
- New entrant statements
- Recognition of transfers
- Claims records, including notification forms, statements of value, payment instructions, copies of cheque / EFT payment references, in relation to all withdrawals (exists, retirements, deaths and disabilities)
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation

CONTRACTS

- Insurance Policy documents
- Investment contracts
- Contracts and Service Level agreements with Service Providers such as administrators, consultants and auditors
- Policy Holder Protection rules documentation

FINANCIAL RECORDS

- Revenue Statement and Balance Sheet
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Returns for FSB Levies, Retirement Fund Tax
- Fidelity and Indemnity cover documentation and premium records

TRUSTEE RECORDS

- Trustees personal details
- Trustee Election Documentation (Nomination forms and Ballot papers)

E. REQUEST PROCEDURES: INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
--

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.

-5-

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested records 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 head of the Fund.
- The head of the Fund 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. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the records for disclosure.
- The forms and fee structure are available on the following websites:
South African Human Rights Commission www.sahrc.org.za
or
Department of Justice and Constitutional Development www.doj.gov.za
(under “regulations”).

F. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above)

SUREPLUS RETIREMENT ANNUITY FUND

ANNEXURE "A"**FORM C****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))

[Regulation 10]

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

Full names and surname:

Identity number:

Postal address:

.....

..... 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 for exemption.*

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:

.....

.....

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:					
<input type="checkbox"/> copy of record*		<input type="checkbox"/> inspection of record			
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*			
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)				
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)			
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO				

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:.....
.....
.....
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:
.....
.....

H. Notice of decision regarding request for access

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

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

.....

Signed at.....this.....day of 20.....

.....
SIGNATURE OF REQUESTER/PERSON ON WHOSE
BEHALF REQUEST IS MADE

ANNEXURE "B"

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

3. Access fees²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure "A" to the Regulations.

4. Other fees

- 4.1 A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure "A", Part III, Item 4(1)(f).

5 Section 54(2).

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

- (2) For purposes of section 54 (2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

- (3) The actual postage is payable when a copy of a record must be posted to a requester.

BONLIFE PROVIDENT FUND ("The Fund")

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 ("the Act") FOR ASSISTANCE IN REQUESTING INFORMATION FROM THE FUND

The Bonlife Provident Fund is a fund defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1.	Head of the Fund:	R A S Duncan
2.	The Financial Services Board PF Number of the Fund is:	12/8/22680/1
3.	The registered address of the Fund is:	399 Main Avenue Ferndale 2194
4.	The postal address of the Fund is:	P O Box 3315 Randburg 2125
5.	The contact telephone number for the Fund is:	(011) 293-1600
6.	The contact facsimile number for the Fund is:	(011) 886-4114
7.	The e-mail address of the Head of the Fund is:	<u>Robd@bensure.co.za</u>

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the Act to assist people to exercise their rights under the Act. This guide will be available by no later than August 2003.

Please direct any queries to:

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: **Private Bag 2700, Houghton 2041**

Telephone: **(011) 484-8300**

Facsimile: **(011) 484-0582**

E-mail: **Paia@sahrc.org.za**

Website: **http://www.sahrc.org.za**

<p style="text-align: center;">C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 OF 1956</p>

- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:
- (i) the documents referred to in c(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extract therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:
- Address: **466 Rigel Avenue, Pretoria**
Telephone: **(012) 428-8000**
Facsimile: **(012) 347-0221**
Website: **<http://www/fsb.co.za>**

D. DESCRIPTION OF RECORDS HELD BY FUND**GENERAL RECORDS**

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Fund booklets and brochures
- Member communication
- Participating Employer Details
- Fund Register
- Investment Mandates
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

- Membership details
- Contribution records
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers, including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable.
- Pension records
- New entrant statements
- Recognition of transfers
- Claims records, including notification forms, statements of value, payment instructions, copies of cheque / EFT payment references, in relation to all withdrawals (exists, retirements, deaths and disabilities)
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation

CONTRACTS

- Insurance Policy documents
- Investment contracts
- Contracts and Service Level agreements with Service Providers such as administrators, consultants and auditors
- Policy Holder Protection rules documentation

FINANCIAL RECORDS

- Revenue Statement and Balance Sheet
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Returns for FSB Levies, Retirement Fund Tax
- Fidelity and Indemnity cover documentation and premium records

TRUSTEE RECORDS

- Trustees personal details
- Trustee Election Documentation (Nomination forms and Ballot papers)

E. REQUEST PROCEDURES: INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
--

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.

-5-

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested records 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 head of the Fund.
- The head of the Fund 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. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the records for disclosure.
- The forms and fee structure are available on the following websites:
South African Human Rights Commission www.sahrc.org.za
or
Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above)

BONLIFE PROVIDENT FUND

ANNEXURE "A"

FORM C

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))
[Regulation 10]

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

Full names and surname:

.....

Identity number:

Postal address:

.....

.....

..... 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 for exemption.

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:

.....

.....

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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

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	NO
Postage is payable.		

G. Particulars of right to be exercised or protected

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

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

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

H. Notice of decision regarding request for access

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

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

Signed at this day of 20

.....
SIGNATURE OF REQUESTER/PERSON ON WHOSE
BEHALF REQUEST IS MADE

ANNEXURE "B"

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

1. Copies of a manual

Should an individual require a copy of the private body's manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees¹

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

3. Access fees²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure "A" to the Regulations.

4. Other fees

- 4.1 A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.⁵
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure "A", Part III, Item 4(1)(f).

5 Section 54(2).

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54 (2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

MANUAL OF HAPPINESS NOMINEES CC

A close corporation

Prepared in accordance with Section 51 of the
Promotion of Access to Information Act No. 2 of 2000

1 FULL NAME: HAPPINESS NOMINEES CC

(Registration No.: CK 85/13382/23)

- 1.1 Information Officer: Harry Heinz Schwarz, P.O. Box 413063, Craighall, 2024, Johannesburg;
- 1.2 Postal Address: PO Box 413063, Craighall, 2024, Johannesburg
- 1.3 Street Address: c/o Fisher Hoffman PKF, FHS House, 19 Girton Road, Parktown, 2193, Johannesburg;
- 1.4 Telephone No.: (011) 286-1117
- 1.5 Facsimile No.: (011) 784-9976
- 1.6 Electronic Mail Address: HarryS@hofmeyr.com

2

The Guide on how to use the Promotion of Access to Information Act, referred to in Section 10 of the Act, has been prepared by and is available from the South African Human Rights Commission, from the Information Officer, Ms Lindiwe Mokale (CEO) or Advocate Tseliso Thipanyane, Tel: (011) 484-8300, e-mail: pala@sahrc.org.za, website: www.sahrc.org.za, street address: Boundary Road, Isle of Houghton – Wilds View, Entrance No. 1, Houghton, Johannesburg, 2198.

The guide in question sets out the requirements of Section 10 of the Act including the function and structure of the SAHRC, the contact details, the various records of the SAHRC available for inspection, the request procedure, fees payable, procedure to gain access to records, the arrangements for public involvement in formulating policy and exercise of powers, remedies if Act not complied with and availability of manual.

3

There is no notice in terms of Section 52(2) of the Act.

4

There are records available, subject to restrictions under the Act including confidentiality for inspection in terms of the Close Corporations Act and any other Statutes applicable, including the Insolvency Act No. 24 of 1936, the Income Tax Act No. 58 of 1962, the Regional Services Councils Act No. 109 of 1985 and the Value Added Tax Act No. 89 of 1991. The corporation is a nominee corporation which has no assets and no liabilities (except statutory) and has no earnings.

Records of a public nature are available automatically without a request envisaged in terms of Section 52 of the Act.

5

A request may be made on the forms prescribed by the regulations under the Act and submitted to H. Schwarz, who is the information officer in terms of the Act and either posted, faxed or e-mailed to the above address. Records are kept relating to the affairs of the company in terms of the Close Corporations Act and in terms of the Income Tax Act and other Statutes, as well as communications with appropriate statutory authorities. Privilege is applied to confidential matters and matters protected by Sections 62 to 70 of the Act and otherwise by Statute or common law.

6

Fees for processing a request will be notified in response to a request for access. They are set out in the Regulations under the Act as amended from time to time and initially in R187 of Government Gazette No. 23119 of 15 February 2002.

7

The form of request is contained in the Regulations made pursuant to Section 53 of the Act.

The manual is available at the South African Human Rights Commission, from the Company and from the Information Officer, Mr H.H. Schwarz, as well as being published in the Government Gazette.

MANUAL OF WELGELEGEN FINANCE (PTY) LIMITED

A private company and a private body

Prepared in accordance with Section 51 of the
Promotion of Access to Information Act No. 2 of 2000

1 FULL NAME: WELGELEGEN FINANCE (PTY) LIMITED

(Registration No.: 83/01631/19)

- 1.1 Information Officer: Harry Heinz Schwarz, P.O. Box 413063, Craighall, 2024, Johannesburg;
- 1.2 Postal Address: PO Box 413063, Craighall, 2024, Johannesburg
- 1.3 Street Address: c/o Jos Fine & Co., Suite 123, 3rd Level, 24 Wellington Road, Parktown, 2193, Johannesburg;
- 1.4 Telephone No.: (011) 286-1117
- 1.5 Facsimile No.: (011) 784-9976
- 1.6 Electronic Mail Address: HarryS@hofmeyr.com

2

The Guide on how to use the Promotion of Access to Information Act, referred to in Section 10 of the Act, has been prepared by and is available from the South African Human Rights Commission, from the Information Officer, Ms Lindiwe Mokale (CEO) or Advocate Tseliso Thipanyane, Tel: (011) 484-8300, e-mail: pala@sahrc.org.za, website: www.sahrc.org.za, street address: Boundary Road, Isle of Houghton – Wilds View, Entrance No. 1, Houghton, Johannesburg, 2198.

The guide in question sets out the requirements of Section 10 of the Act including the function and structure of the SAHRC, the contact details, the various records of the SAHRC available for inspection, the request procedure, fees payable, procedure to gain access to records, the arrangements for public involvement in formulating policy and exercise of powers, remedies if Act not complied with and availability of manual.

3

There is no notice in terms of Section 52(2) of the Act.

4

There are records available, subject to restrictions under the Act including confidentiality for inspection in terms of the Companies Act and any other Statutes applicable, including the Insolvency Act No. 24 of 1936, the Income Tax Act No. 58 of 1962, the Regional Services Councils Act No. 109 of 1985 and the Value Added Tax Act No. 89 of 1991. The company carries on business trading and investing in securities, but does not accept money from the public.

Records of a public nature are available automatically without a request envisaged in terms of Section 52 of the Act.

5

A request may be made on the forms prescribed by the regulations under the Act and submitted to H. Schwarz, who is the information officer in terms of the Act and either posted, faxed or e-mailed to the above address. Records are kept relating to the affairs of the company in terms of the Companies Act and in terms of the Income Tax legislation and other Statutes referred to above as well as communications with appropriate statutory authorities. Privilege is applied to confidential matters and matters protected by Sections 62 to 70 of the Act, otherwise by Statute or common law.

6

Fees for processing a request will be notified in response to a request for access. They are set out in the Regulations under the Act as amended from time to time and initially in R187 of Government Gazette No. 23119 of 15 February 2002.

7

The form of request is contained in the Regulations made pursuant to Section 53 of the Act.

The manual is available at the South African Human Rights Commission, from the Company and from the Information Officer, Mr H.H. Schwarz, as well as being published in the Government Gazette.

MANUAL OF H.H. SCHWARZ

An attorney and a private body

Prepared in accordance with Section 51 of the
Promotion of Access to Information Act No. 2 of 2000

1 FULL NAME: HARRY HEINZ SCHWARZ

Admitted Attorney

(Also Information Officer)

1.1 QUALIFICATION: B.A. LLB. (Rand)

1.2 Postal Address: PO Box 413063, Craighall, 2024, Johannesburg

1.3 Street Address: 6 Sandown Valley Crescent, Sandown, Sandton,
2196, Gauteng

1.4 Telephone No.: (011) 286-1117

1.5 Facsimile No.: (011) 784-9976

1.6 Electronic Mail Address: HarryS@hofmeyr.com

2

The Guide on how to use the Promotion of Access to Information Act, referred to in Section 10 of the Act, has been prepared by and is available from the South African Human Rights Commission, from the Information Officer, Ms Lindiwe Mokale (CEO) or Advocate Tseliso Thipanyane, Tel: (011) 484-8300, e-mail: pala@sahrc.org.za, website: www.sahrc.org.za, street address: Boundary Road, Isle of Houghton – Wilds View, Entrance No. 1, Houghton, Johannesburg, 2198.

The guide in question sets out the requirements of Section 10 of the Act including the function and structure of the SAHRC, the contact details, the various records of the SAHRC available for inspection, the request procedure, fees payable, procedure to gain access to records, the arrangements for public involvement in formulating policy and exercise of powers, remedies if Act not complied with and availability of manual.

3

There is no notice in terms of Section 52(2) of the Act.

4 INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

There are no records available for inspection in terms of legislation other than what is set out below and certificates relating to qualifications, rights to practice and those issued by the Fidelity Fund. Records are kept as required by all Statutes including in terms of the Attorneys Act No. 53 of 1979, the Income Tax Act No. 58 of 1962, the Insolvency Act No. 24 of 1936 and all public records in terms of legislation required to be kept and records of a public nature are available automatically without a request in terms of the Act, but this does not apply to confidential records relating either to H.H. Schwarz or any possible clients and all other records not required to be furnished in terms of the Act.

5

A request may be made on the forms prescribed by the regulations under the Act and submitted to H. Schwarz, who is the information officer in terms of the Act and either posted, faxed or e-mailed to the above address. Records are kept relating to clients, books of account, bank records and communications with appropriate statutory authorities. Privilege is applied to confidential matters including confidential attorney and client matters and other items protected by Sections 62 to 70 of the Act and otherwise by Statute or common law.

6

Fees for processing a request will be notified in response to a request for access. They are set out in the Regulations under the Act as amended from time to time and initially in R187 of Government Gazette No. 23119 of 15 February 2002.

7

The form of request is contained in the Regulations made pursuant to Section 53 of the Act.

This manual is made available under Section 51 and Regulation 187 of 15 February 2002 as amended. This manual is available at the S.A. Human Rights Commission, the Law Society of the Northern Provinces and from H.H. Schwarz, as well as being published in the Government Gazette.

SARLIE & ISMAIL INCORPORATED
ATTORNEYS
REGISTRATION NO. 99/197040/21

**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 SARLIE & ISMAIL 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 Sarlie should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from SARLIE & ISMAIL INC.

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

“the Act”	shall mean the Promotion of Access to Information Act No. 2 of 2000, together with all relevant regulations published;
“the / this manual”	shall mean this manual together with all annexures thereto as available at the offices of SARLIE & ISMAIL INC. from time to time;
“SARLIE & ISMAIL INC.”	shall mean SARLIE & ISMAIL INCORPORATED 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”	The senior partner of SARLIE & ISMAIL INC. has been appointed as the Information officer of SARLIE & ISMAIL INC., 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: SARLIE & ISMAIL INC.
Partner and appointed Information Officer: Mr S. Sarlie
Address: 137 – 8th Avenue, Bez Valley.
Postal address: P O Box 591238, Kengray, 2100
Telephone: (011) 618-1036/7 624-1219/1259
Fax: (011) 618-4447
E-mail: shafs@mwweb.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 2700
HOUGHTON
2041

Telephone: +27 11 484 8300
Fax: +27 11 424 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)

SARLIE & ISMAIL INC. keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, No. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, No 24 of 1956
- 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
- Value 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
- Medical Schemes Act, No. 131 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 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 SARLIE & ISMAIL INC. IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

SARLIE & ISMAIL INC. holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of SARLIE & ISMAIL 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)
- Standard Contracts
- SARLIE & ISMAIL INC. Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners / directors)

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 SARLIE & ISMAIL 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 SARLIE & ISMAIL INC., free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of SARLIE & ISMAIL INC.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee 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").

STEYN LYELL & MARAIS 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 requesters as to the procedure to be followed when requesting access to information / documents from STEYN LYELL & MARAIS 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 STEYN LYELL & MARAIS should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from STEYN LYELL & MARAIS.

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 STEYN LYELL & MARAIS from time to time;
"STEYN LYELL & MARAIS"	shall mean STEYN LYELL & MARAIS Attorneys, structured as a partnership 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"	The senior partner of STEYN LYELL & MARAIS has been appointed as the Information Officer of STEYN LYELL & MARAIS 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:	STEYN LYELL & MARAIS ATTORNEYS
Partner and appointed Information Officer:	ERIC HILLARY LYELL
Address:	21 LESLIE STREET, VEREENIGING
Postal Address:	P O BOX 83 VEREENIGING
Telephone:	(016) 421 4471
Fax:	(016) 422 4928
E-mail:	sl&m@pixie.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 2700

Houghton
2041

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

STEYN LYELL & MARAIS keeps information / documents in accordance with the following legislation: (Please note that this is not an exhaustive list):

- Insolvency Act, Nr 24 of 1936 (Section 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 is available automatically without a person having a request access thereto in terms of the Act, as envisaged in Section 52.

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

STEYN LYELL & MARAIS holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interest of STEYN LYELL & MARAIS
- 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
- STEYN LYELL & MARAIS Personnel Report
- Human Recourses (personal information of past, present and prospective employees and partners / directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulation 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 held by STEYN LELL & MARIAS 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 STEYN LYELL & MARAIS, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of STEYN LYELL & MARAIS.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and STEYN LYELL & MARAIS on e-mail at sl&m@pixie.co.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").

STEYN LYELL & MARAIS PROKUREURS

HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING NO 2 VAN 2000

INDEKS

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7.	Ander inligting	4
8.	Beskikbaarheid van die Handleiding	4

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 / dokumente van STEYN LYELL & MARAIS versoek word in terme van die Wet.

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

'n Versoeker kan Mnr Eric Hillary Lyell 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 STEYN LYELL & MARAIS.

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 STEYN LYELL & MARAIS;
"STEYN LYELL & MARAIS"	beteken STEYN LYELL & MARAIS Prokureurs, gestruktureer as 'n vennootskap / ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenvoording aan individuele kliënte en besighede / organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie;
"Inligtingsbeampte"	die senior vennoot van STEYN LYELL & MARAIS is aangewys as die Inligtingsbeampte van STEYN LYELL & MARAIS, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

2. KONTAK BESONDERHEDE:

(Artikel 51(10)(a) van die Wet)

Naam van liggaam:

STEYN LYELL & MARAIS Prokureurs

Vennoot en Inligtingsbeampte:

ERIC HILLARY LYELL

Adres: LESLIESTRAAT 21,
VEREENIGING
Posadres: POSBUS 83
VEREENIGING
Telefoon: (016) 421 4471
Faks: (016) 422 4928
E-pos: sl&m@pixie.co.za

3. **GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET:**

(Artikel 51(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.

Kontak besonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid

Navorsing- en dokumentasie afdeling

Privaatsak 2700

HOUGHTON

2041

Telefoon: +27 11 424 8300

Faks: +27 11 484 0582/1360

Webblad: www.sahrc.org.za

E-Pos: PAJA@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(a)(d) van die Wet)

STEYN LYELL & MARAIS hou inligting / dokumente ingevolge wetgewing (neem asseblief kennis dat hierdie nie 'n 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 96 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, No 55 van 1998 (Artikel 25)
- 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

Die bogemelde 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 en soos verlang in Artikel 52.

6. INLIGTING / DOKUMENTE GEHOU DEUR STEYN LYELL & MARAIS IN TERME VAN DIE WET

(Artikel 51(1)(e) van die Wet)

STEYN LYELL & MARAIS hou inligting / dokumente soos hierna aangedui:

- Inligting ten opsigte van die operasionele-, handels- en finansiële belange van STEYN LYELL & MARAIS
- 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 Indiensnemingskontrakte
- Verslag ten opsigte van Gelyke Indiensneming
- Verslag oor vaardigheidontwikkeling
- STEYN LYELL & MARAIS Personeel Verslae

- Menslike Hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en vennote / direkteure)
- Lys van handelsmerke en hangende aansoeke
- Versekeringspolis
- Reëls en Regulasies met betrekking tot die pensioenfonds

Die STEYN LYELL & MARAIS E-pos (sl&m@pixie.co.za) is toeganklik vir enige persoon wat toegang het tot die internet, en bevat 'n profiel van STEYN LYELL & MARAIS, kontak besonderhede, dienste gelewer en deskundigheid sowel as professionele werknemers.

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 STEYN LYELL & MARAIS 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(f) van die Wet)

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot 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 kantoor van STEYN LYELL & MARAIS;
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van STEYN LYELL & MARAIS, onderhewig aan betaling van die voorgeskrewe fooi;
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van SAMK (www.sahrc.org.za) en STEYN LYELL & MARAIS op E-pos sl&m@pixie.co.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 fooiestructuur nie. Die vorms en fooiestructuur kan verkry word op die webblad van die SAMK (www.sanhr.org.za) of die Department van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulations").



Air Products South Africa (Pty) Limited

(Registration Number 1969/003571/07)

(the "COMPANY")

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Complied by the Company Secretary
January 2003

With acknowledgement to:

1. The South African Human Rights Commission
2. The Department of Justice and Constitutional Development

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2.	Contact Details
3.	The ACT
4.	Company Records Classification Key
5.	Summary Records availability
6.	Form of Request
7.	Prescribed Forms
8.	Prescribed Fees

1. **INTRODUCTION**

The COMPANY conducts business as a manufacturer of industrial gases.

2. **COMPANY CONTACT DETAILS**

Person designated / duly authorised person:

The Company Secretary	
Postal address	Private Bag X02, Kempton Park, 1620
Street address	4 Spencer Road, Spartan, Ext. 1, Kempton Park
Telephone numbers	+27 11 570-5000
Fax numbers	+27 11 570-5280
Electronic Mail Address	fosterk@apsap.co.za

3. **THE ACT**

- 3.1 The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be action in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.3 Requesters are referred to the Guide to be complied by the South Africa Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address : Private Bag 2700, Houghton, 2041

Telephone Number : +27 11 484-8300

Fax Number : +27 11 484-0582

Website : www.sahrc.org.za

3. **COMPANY RECORD CLASSIFICATION KEY**

<u>Classification No.</u>	<u>Access</u>	<u>Classification</u>
1	May be Disclosed	Public Access Document
2	May not be Disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be Disclosed	Subject to copyright
4	Limited Disclosure	Personal Information that belongs to the requester of that information [s61]
5	May not be Disclosed	Unreasonable disclosure of personal information of Natural person [s63(1)]
6	May not be Disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
7	May not be Disclosed	Likely to harm the Company or third party in contract or other negotiations [s64(c)]
8	May not be Disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
9	May not be Disclosed	Likely to compromise the safety of individuals of protection of property [s66]
10	May not be Disclosed	Legally privileged document [s67]
11	May not be Refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
12	May not be Disclosed	Commercial information of Private Body [s68]
13	May not be Disclosed	Likely to prejudice research and development information of the Company or a third party [s69]
14	May not be Refused	Disclosure in public interest [s70]

5. **SUMMARY: RECORDS AVAILABILITY**

<u>Departmental Records</u>	<u>Subject</u>	<u>Classification No.</u>
Communications / Public Affairs Division	• Public Product Information	1
	• Public Corporate Records	1
	• Media Releases	1
Environmental Department	• Environment Policy	1
	• Environmental Records	11, 14
Human Resources Division	• Staff Records	4, 5, 9
	• Employment Contracts	4, 5
	• Policies and Procedures	4
Financial Division	• Financial Statements	12
	• Financial and Tax Records (Company & Employees)	12
	• Asset Register	12
	• Management Accounts	12
Legal Department / Company Secretary	• General Contract Documentation	6, 12
	• Statutory Records	12
Marketing Division	• Market Information	12, 13
	• Public Customer Information	1
	○ Product Brochures	
	○ Owner Manuals	
	• Product Information	
	• Performance Records	12
	• Marketing Strategies	12
	• Customer Database	12
Production / Logistics	• Production Records	12
Production Engineering	• Plant and Components Specifications	3, 12, 13
	• Engineering Records	12, 13
Quality	• Quality Records	12
Safety	• ISO 9000 records	1
	• Safety Statistics	1

6. FORM OF REQUEST

To facilitate the processing of your request kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of the DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2 Address your request to the Company Secretary.
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d)
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested required more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request was granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za

HORTORS GROUP PROVIDENT FUND

("Fund")

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 20/2000 ("Act")**

The Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund:

FRED COLLINGS - CHAIRMAN

2. Registrar of Pension Funds PF Number of the Fund:

12/8/31513/1

3. The registered address of the Fund:

Duminy Street, Parow, 7500.

4. The postal address of the Fund:

P O Box 6060, Parow East, 7501.

5. The contact telephone number for the Fund:

(021) 939 1070

6. The contact facsimile number for the Fund:

(021) 930 5770

7. The e-mail address of the Head of the Fund:

pensionsctp@ctp-mail.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than August 2003. The Human Rights Commission may be contacted at:

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

C. FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956

- (a) Copies of the following records of the Fund are available on request by a member of the Fund after payment of any fees determined by the rules of the Fund:
- (i) The registered rules of the Fund (including amendments);
 - (ii) The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available on request by a member for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:
- Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 3470221
Website: www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund
- The head of the Fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.

- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). A copy is also available from the Human Rights Commission (see contact details in B above), or on the website www.ctp.co.za.

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate -where applicable)
- Client / broker payment instruction (where applicable).
- Section 37D- deduction instruction (where applicable).
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Beneficiary nomination form (death only)
- Potential beneficiary schedule (if completed by member)
- Potential beneficiary data affidavits (where applicable)
- Insurance received -statement by insurer (deaths only)
- Copy of death certificate
- Statement by Employer (disability only)
- Statement by Employee (disability only)
- Acceptance / Declination Letter (disability only)

Member Data

- New entrant data
- Contribution records
- Member investment choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit calculations
- Member investment choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)
- Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate -where applicable)
- Payment letter (liquidations only)
- Copy of Section 14 application lodged (transferor fund)
- Copy of Section 14 (1) (e) certificate (transferee and transferor funds)

Pensioners (where applicable):

- Special tax directives or court orders
- Commutation of pensions –calculations
- Annuity option forms
- Trustee instruction regarding payments
- Certificate of existence

Disability (if applicable):

- Medical Reviews -correspondence (where applicable)
- Certificate of continued disability
- Payment/Benefit confirmation
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records**If audit exempt:**

- Abbreviated financial returns prescribed by Pension Funds Act

If subject to audit:

- Cashbooks and reconciliations to bank
- General Ledgers.
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)
- Trustees' annual reports

Miscellaneous

- Copies of signed rules and amendments
- Confirmation of registration and tax approval
- Minute books
- Trustees registers
- Original or copies of any insurance policy documents relating to risk benefits and investments
- Documentation relating to the review of insurances on an annual basis
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the fund

- Copy of service agreement between fund and Administrator and any other service provider
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/beneficiaries/pensioners, where applicable
- Fund statutory valuation reports, where applicable
- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with the Adjudicator, SARS and FSB
- Copy of investment strategy
- Original or copy of fidelity and professional indemnity policy (where applicable)
- Housing loan documents (where applicable) including any suretyship granted to a bank

Charles Malcolm Finlay trading as Mac'Sound
Promotion of Access to Information Manual.

1 Introduction.

The COMPANY's business is that of producing music and installing sound equipment

2 Company Contact Details.

Manager:	Mr. Charles Malcolm Finlay.
Postal Address:	P O Box 5121, Weltevredenpark, 1715.
Street Address:	22 Wonderboom Avenue, Weltevredenpark ext 9, 1710.
Tel Numbers:	(011) 476-2066.
Fax Numbers:	(011) 678-6356.
E-Mail:	penmac@icon.co.za .
Registration:	Sole Proprietor
Payments to:	MacSound.

3 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 queries 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

4 Records available.

Various:	Employee Records.
	Employee Contracts.
	Audited Financial Statements.
	Tax Records.
	Management Accounts.
	Statutory Records

Penmac Audio Visual Services cc
Promotion of Access to Information Manual.

1 Introduction.

The COMPANY conducts business providing audio visual and exhibitions services.

2 Company Contact Details.

Manager: Mr. Charles Malcolm Finlay.
Postal Address: P O Box 5121, Weltevredenpark, 1715.
Street Address: 22 Wonderboom Avenue, Weltevredenpark ext 9, 1710.
Tel Numbers: (011) 476-2066.
Fax Numbers: (011) 678-6356.
E-Mail: penmac@icon.co.za.
Registration: CK 1998/028980/23
Payments to: Penmac Audio Visual Services cc.

3 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 queries 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

4 Records available.

Various: Employee Records.
Employee Contracts.
Audited Financial Statements.
Tax Records.
Management Accounts.
Statutory Records

ANTHONY BERLOWITZ & ASSOCIATES
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 this manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Anthony Berlowitz & Associates 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 Berlowitz should he/she require any assistance in respect of utilisation of this manual and / or the requesting of information / documents from Anthony Berlowitz & Associates

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

"the Act"	shall mean the Promotion of Access to Information Act, Nr2 of 2000, together with all relevant regulation published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Anthony Berlowitz & Associates from time to time;
"ABA"	shall mean Anthony Berlowitz & Associates Attorneys, structured as a partnership 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 ABA has been appointed the Information Officer of ABA 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:	Anthony Berlowitz & Associates
Partner and appointed Information officer:	Mr Berlowitz
Address:	Cnr Jan Smuts Avenue & Westwold Way, Saxonwold
Postal Address:	P O Box 2171, Saxonwold, 2132
Telephone:	(011) 646 8604/2398/3226
Fax:	(011) 646 3507
E-mail:	berlow@law.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 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@sahrs.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]

ABA 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)
- Usuary Act
- Credit Agreement Act, Nr. 75 of 1980
- Matrimonial Property Act, Nr 88 of 1984
- Maintenance Act, Nr. 23 of 1963
- Close Corporations Act, Nr 69 of 1984
- Deeds Office Registry Act, Nr 47 of 1937
- Attorneys Act, Nr. 53 of 1979
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)

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

6. DOCUMENTS / INFORMATION HELD BY ANTHONY BERLOWITZ & ASSOCIATES IN TERMS OF THE ACT [SECTION 51(1)(E) OF THE ACT]

ABA holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of ABA
- 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)
- ABA personnel Report
- Human Resources (personal information of past, present and prospective employees and partners.

The Anthony Berlowitz & Associates e-mail address is berlow@law.co.za .We unfortunately do not have a website.

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

A request for information should be in a 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 ABA, free of charge.
 - 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of ABA.
 - 8.3 The manual can be accessed on the website of 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.doj.gov.za) (under "regulations")
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