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MANUAL

IN ACCORDANCE WITH

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



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AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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THE ST JAMES SHARE BLOCK LIMITED

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

1. INTRODUCTION

The St James is a retirement hotel that caters for the elderly. It offers suites that the residents purchase and has a frail care facility that caters both for residents and non-residents.

2. COMPANY CONTACT DETAILS

Name of body: St James Share Block Limited

Managing Director: Ms Gael Herring

Physical address: 66 Main Road
ST JAMES
7945

Postal address: PO Box 93
MUIZENBERG
7950

Telephone: +2721-788-8931

Fax: +2921-788-1409

Contact person: Ms Gael Herring

Email: thestjames@mweb.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300

Fax: +27-11-484-0582

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

Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY THE ST JAMES

Records held by the Company include:

- Financial records
- Audited Annual Financial Statements
- Personnel Records
- Records relating to fixed and movable property
- Medical records of certain residents

Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

6. FORM OF REQUEST

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of the St James at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can also be accessed on the web sites of the SAHRC <http://www.sahrc.org.za> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and of the SAHRC does not include the request forms or fee structure.

MARA FARM (PTY) LTD

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

1. INTRODUCTION

Mara Farm is a farming enterprise concentrating on the growing of apples, pears and some wild flowers for the local market as well as exporting.

2. COMPANY CONTACT DETAILS

Name of body: Mara Farm (Pty) Ltd

Managing Director: Mr S G Neville

Physical address: Villiersdorp Road
GRABOUW
7160

Postal address: PO Box 40
ELGIN
7180

Telephone: +2721-859-4789

Fax: +2921-859-4605

Contact person: Mr S G Neville

Email: info@marafarm.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582
Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY MARA FARM (PTY) LTD

Records held by the Company include:

- Financial records
- Audited Annual Financial Statements
- Statutory Company Information
- Personnel Records
- Records relating to fixed and movable property
- Commercial Contracts
- Insurance Contracts
- Claims Documentation

Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

6. FORM OF REQUEST

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of Mara Farm at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can also be accessed on the web site of the SAHRC <http://www.sahrc.org.za> and it will be published in the Government Gazette. The manuals accessible in the Government Gazette and on the web site of the SAHRC do not include the request forms or fee structure.

MODALINK

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. INTRODUCTION

MODALINK is a Section 21 company established to co-ordinate, promote and market public transport in the metropolitan area of the City of Cape Town.

2. COMPANY CONTACT DETAILS

Name of body: Modalink

Registration number: 96/011459/08

CEO: Mr CJ Peckett

Contact person : Ms Nadia Williams

Physical address: 16th Floor
Sanlam Golden Acre
Adderley Street
CAPE TOWN
8001

Postal address: P.O. Box 1730
Cape Town
8000

Telephone: +27 11 418-5062

Fax: +27 11 418-5049

E-mail: modalink@mweb.co.za

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582
Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Income Tax Act 58 of 1962
- Occupational Health and Safety Act 85 of 1993
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 30 of 1966; 4 of 2002
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY MODALINK

Records held by the Company include:

- Audited annual financial statements
- Statutory company information
- Financial records
- Personnel records
- Commercial contracts
- Insurance documents
- Legal proceedings

6. FORM OF REQUEST FOR ACCESS TO INFORMATION

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of MODALINK at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can be accessed on the web site of the SAHRC <http://www.sahrc.org.za> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and on the web site of the SAHRC do not include the request forms or fee structure.

Fairbridge Arderne & Lawton Inc



Attorneys

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

1. INTRODUCTION

Fairbridge Arderne & Lawton is an incorporated law firm that conducts a general legal practice.

2. COMPANY CONTACT DETAILS

Name of body:	Fairbridge Arderne & Lawton Inc
Managing Director	Mr CE Lindenberg
Physical address:	16 th Floor Main Tower Standard Bank Centre Heerengracht CAPE TOWN 8001
Postal address:	PO Box 536 CAPE TOWN 8000
Telephone:	+2721-405-7300
Fax:	+2921-419-5135
Contact person:	Mr MP Dyke
Email:	mdyke@fairbridges.co.za
Website	http://www.fairbridges.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582
Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

- Attorneys Act, Act no. 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Stamp Duties Act 77 of 1968
- Unemployment Insurance Act 30 of 1966; Act 4 of 2002
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY FAIRBRIDGE ARDERNE & LAWTON

The Company's web page <http://www.fairbridges.co.za>, which is accessible to anyone who has access to the Internet, contains information relating to the areas of legal practice in which the company specialises.

Other records held by the Company include:

- Financial records
- Employee records
- Client records
- Records relating to fixed and movable property
- Commercial contracts
- Insurance contracts
- Debt collection records

Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

6. FORM OF REQUEST

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of Fairbridge Arderne & Lawton at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can also be accessed on the web sites of the SAHRC <http://www.sahrc.org.za> and of Fairbridge Arderne & Lawton <http://www.fairbridges.co.za> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and on the web sites of Fairbridge Arderne & Lawton and of the SAHRC do not include the request forms or fee structure.

LAMAF MEDICAL SCHEME

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

1. INTRODUCTION

LAMAF is a registered non-profit medical scheme catering to the needs of the Local Government sector.

2. COMPANY CONTACT DETAILS

Name of body: LAMAF Medical Scheme

Managing Director: André de Koker

Physical address: LAMAF Centre
7 Anton Anreith Arcade
Forshore
Cape Town
8001

Postal address: PO Box 460
CAPE TOWN
8000

Telephone: +2721-402-8812

Fax: +2921-421-4990

Contact person: Rene Du Toit

Email: renedutoit@lamaf.co.za

Web site: www.lamaf.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582
Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

- Attorneys' Act, 53 of 1979
- Companies Act 61 of 1973
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 25 of 1936
- Labour Relations Act 66 of 1995
- Medical Schemes Act 131 of 1998
- Occupational Health and Safety Act 85 of 1993
- Short-Term Insurance Act 53 of 1998
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY LAMAF

Records held by the Company include:

- The Scheme's Annual Reports
- Audited Annual Financial Statements
- Company Web Page
- Financial Records
- Personnel Records
- Records Relating to Fixed and Movable Property
- Legal Proceedings
- Commercial Contracts
- Insurance Contracts
- Medical Aid Claims Documentation
- Broker Records
- Statutory Returns of the Registrar for Medical Schemes
- Minutes of Meetings
- Maintenance Contracts

Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

6. FORM OF REQUEST

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of LAMAF at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can also be accessed on the web sites of the SAHRC <http://www.sahrc.org.za> and of LAMAF <http://www.lamaf.co.za> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and of the SAHRC does not include the request forms or fee structure.

BONWEST FISHING (PTY) LTD

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. INTRODUCTION

Bonwest Fishing (Pty) Ltd is an agent for the procurement of fish for the export market.

2. COMPANY CONTACT DETAILS

Name of body: Bonwest Fishing (Pty) Ltd

Registration number: 1991/003483/07

Managing Director: Claydon Stokes

Contact person: Elgar Bonthuys

Physical address: Moorings One
Portwood Ridge
V & A Waterfront
Cape Town
8002

Postal address: PO Box 52038
V & A Waterfront
Cape Town
8002

Telephone: +2721-405 3660

Fax: +2721-405 3670

Email: info@capemar.com

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582

Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 25 of 1936
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Short-Term Insurance Act, 53 of 1998
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 30 of 1966; 4 of 2002
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY BONVEST

Records held by the Company include:

- The Group's Annual Reports
- Audited annual financial statements
- Statutory company information
- Financial records
- Personnel records – including a Skills Development Plan
- Records relating to fixed and movable property
- Legal proceedings
- Commercial contracts
- Insurance Contracts
- Claims documentation
- Broker records

6. FORM OF REQUEST FOR ACCESS TO INFORMATION

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person /the head of the organisation at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of Bonwest Fishing (Pty) Ltd at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can be accessed on the web site of the SAHRC <http://www.sahrc.org.za> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and on the web site of the SAHRC do not include the request forms or fee structure.

CAESPAN GROUP HOLDINGS LIMITED

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. INTRODUCTION

Capespan Group Holdings Limited specialises in the marketing of fresh fruit internationally. It is also involved in processed products and in the marketing of fresh juices and other fruit-related products.

The Company comprises the following:

Capespan Pty Ltd
Cape Reefers Pty Ltd
Citrange No 110 Nelspruit Pty Ltd
Erf 2102 Lyttleton Manor Pty Ltd
Farm Rhode Court Heights Pty Ltd
Fleurbaix Pty Ltd
Fresh Cape Juices Pty Ltd
Fruit Exporters of SA Pty Ltd
Meerower Pty Ltd
Range Branding Pty Ltd
Servagro Trading Pty Ltd
Sikisa Trading Cooperation Pty Ltd

This manual provides the relevant information for the above Group as these companies have the same head office, the same physical and postal addresses, the same contact person, and the same contact details.

2. COMPANY CONTACT DETAILS

Name of body: Capespan Group Holdings Limited

Managing Director: Mr N W Oosthuizen

Contact person (company secretary): Lynmarie Carstens

Physical address: Parc du Cap
Building No 1
Mispel Road
BELLVILLE
7535

Postal address: PO Box 505
BELLVILLE
7535

Telephone: +2721-917-2701

Fax: +2721-917-2902

Email: info@capspan.co.za

Web site: <http://www.capspan.co.za>

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582
Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 30 of 1966; 4 of 2002
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY CAPESPAN GROUP HOLDINGS LIMITED

Records held by the Group include:

- Statutory company information
- Financial records
- Employee records

- Company policies and procedures
- Intellectual property records
- Transactional records
- Records relating to fixed and movable property
- Commercial contracts
- Insurance Contracts

6. FORM OF REQUEST FOR ACCESS TO INFORMATION

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of Capespan Group Holdings Limited at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can be accessed on the web sites of the SAHRC <http://www.sahrc.org.za> and of the Group <http://www.capespan.co.za> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and on the web site and of the SAHRC do not include the request forms or fee structure.

CONCORD MARITIME ACADEMY

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. INTRODUCTION

Concord Maritime Academy provides training for both merchant marine and naval personnel. Its other division has developed a maritime protection system for developing countries.

2. COMPANY CONTACT DETAILS

Name of body: Concord Maritime Academy

Registration number: 1999/026314/07

Managing Director: Claydon Stokes

Contact persons: Herman Zaaiman (commercial)
Anthony Cole - (training)

Physical address: Moorings One
Portwood Ridge
V & A Waterfront
Cape Town
8002

Postal address: PO Box 52038
V & A Waterfront
Cape Town
8002

Telephone: +2721-405 3660
Fax: +2721-405 3670
Email: info@capemar.com

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582
Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 25 of 1936
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Short-Term Insurance Act, 53 of 1998
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- South African Council for Educators Act, 31 of 2000
- South African Qualifications Authority Act, 58 of 1995
- Unemployment Insurance Act 30 of 1966; 4 of 2002
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY CONCORD MARITIME ACADEMY

Records held by the Company include:

- The Group's Annual Reports,
- Audited annual financial statements
- Statutory company information
- Financial records
- Personnel records – including a Skills Development Plan
- Records relating to fixed and movable property
- Legal proceedings
- Commercial contracts
- Insurance Contracts
- Claims documentation
- Broker records

6. FORM OF REQUEST FOR ACCESS TO INFORMATION

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person /the head of the organisation at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of Concord Maritime Academy at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can be accessed on the web site of the SAHRC <http://www.sahrc.org.za> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and on the web site of the SAHRC do not include the request forms or fee structure.

FRESH PRODUCE TERMINALS (PROPRIETARY) LIMITED

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. INTRODUCTION

Fresh Produce Terminals (Pty) Ltd offers fruit exporters customised cooling and shipping services through its fruit terminals in the Southern African ports of Cape Town, Port Elizabeth, Durban and Maputo.

2. COMPANY CONTACT DETAILS

Name of body: Fresh Produce Terminals (Proprietary) Limited

Registration number: 1999/013086/07

Managing Director: R I Kingwill

Physical address: South Arm Road
Duncan Dock
"D" Berth
Cape Town Harbour

Postal address: P O Box 6480
Roggebaai
8012

Telephone: +2721-401 8820

Fax: +2721-401 8854

Contact person: D W Maartens

Email: danie_maartens@fpt.co.za

Web site: <http://www.fpt.co.za>

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to: The South African Human Rights Commission:

PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582
Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Environmental Conservation Act 73 of 1989
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 30 of 1966; 4 of 2002
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY FRESH PRODUCE TERMINALS (PROPRIETARY) LIMITED

Records held by the Company include:

- Company Annual Reports, including the audited annual financial statements
- The Company's web page <http://www.fpt.co.za>, which is accessible to anyone who has access to the Internet
- Organogram
- Statutory company information
- Financial records
- Personnel records
- Policies and initiatives
- Employment contracts
- Records relating to fixed and movable property
- Legal proceedings
- Commercial contracts
- Insurance Contracts
- Claims documentation
- Standard tariff structures
- List of customers and suppliers

6. FORM OF REQUEST FOR ACCESS TO INFORMATION

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of Fresh Produce Terminals (Proprietary) Limited at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can be accessed on the web sites of the SAHRC <http://www.sahrc.org.za> and of the Company <http://www.fpt.co.za> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and on the web site and of the SAHRC do not include the request forms or fee structure.

MCG INDUSTRIES (PTY) LTD

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. INTRODUCTION

MCG Industries (Pty) Ltd is engaged in the manufacturing of both primary and secondary packaging, including closures.

2. COMPANY CONTACT DETAILS

Name of body: MCG Industries (Pty) Ltd

Managing Director: Mr Neelin Naidoo

Compliance Officer: Mr Michael Robert Aley

Physical address: 2-33rd Street
MALVERN
2094 Johannesburg

Postal address: PO Box 40320
CLEVELAND
2022

Telephone: +2711-677-1200

Fax: +2711-677-1269

Email: Mike.Aley@MCGIND.co.za

Web site: <http://www.mcgindustries.com/>

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582
Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Constitution of the Republic of South Africa Act 108 of 1996
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Medical Schemes Act 131 of 1998
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Protected Disclosures Act 26 of 2000
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 30 of 1966
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY MCG INDUSTRIES (PTY) LTD

Records held by the Company include:

- The Group's Annual Reports
- Audited annual financial statements
- Company web page
- Statutory company information
- Metal and Engineering Industries Bargaining Council Agreements
- Financial records
- Personnel records
- Client records
- Records relating to fixed and movable property
- Legal proceedings
- Commercial contracts
- Insurance Contracts
- Claims documentation

6. FORM OF REQUEST FOR ACCESS TO INFORMATION

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person /the head of the organisation at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the office of MCG Industries (Pty) Ltd at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from this office. The manual can be accessed on the web sites of the SAHRC <http://www.sahrc.org.za> and of MCG Industries (Pty) Ltd <http://www.mcgindustries.com/> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and on the web site of the SAHRC do not include the request forms or fee structure.

OSRAM (PTY) LTD

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. INTRODUCTION

OSRAM South Africa is an importer and distributor of electric lamps and fittings.

2. COMPANY CONTACT DETAILS

Name of body: OSRAM (Pty) Ltd

Managing Director: (German) Andreas Steinert

Physical address: 260 15th Road
Randjespark
MIDRAND

Postal address: Private Bag X206
HALFWAY HOUSE
1685

Telephone: +2711-207-5600

Fax: +2711-805-1711

Contact person: Graham Bell

Email: info@osram.co.za

Web site: <http://www.osram.co.za/>

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300
Fax: +27-11-484-0582
Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 30 of 1966; Act 4 of 2002
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY OSRAM (PTY) LTD

Records that are available without a person having to request access under Act 2 of 2002:

- The Group's Annual Reports, including the audited annual financial statements;
- The Group's web page site <http://osram.de> which is accessible to anyone who has access to the Internet and which contains information relating to the company, its products and public communications;
- Product guides and pamphlets.

Other records held by the Company include:

- Statutory company information
- Financial records
- Personnel records, policies and procedures
- Sales and stock records
- Customer records
- Records relating to fixed and movable property
- Commercial contracts
- Records relating to legal proceedings
- Insurance Contracts

6. FORM OF REQUEST FOR ACCESS TO INFORMATION

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of OSRAM (Pty) Ltd at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can be accessed on the web sites of the SAHRC <http://www.sahrc.org.za> and of the Company <http://www.osram.co.za/> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and on the web site of the SAHRC does not include the request forms or fee structure.

ROSE FOUNDATION

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

1. INTRODUCTION

The Rose Foundation is a section 21 not for profit company that manages the environmentally acceptable collection, storage and recycling of used lubricating oil.

2. COMPANY CONTACT DETAILS

Name of body: Rose Foundation

Contact person: Mr S Norton

Physical address: Suite A9 Waverley Court
7 Kotzee Road
MOWBRAY
7700

Telephone: +2721-448-7492

Fax: +2721-448-7563

Email: usedoil@iafrica.com

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

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

The section 10 Guide on how to use the Act will be available from the South African Human Rights Commission no later than August 2003. Enquiries can be directed to:

The South African Human Rights Commission:
PAIA Unit
Private Bag 2700
Houghton
2041

Tel: +27-11-484-8300

Fax: +27-11-484-0582

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

Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000.

Documents are held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Environmental Conservation Act 73 of 1989
- Income Tax Act 58 of 1962
- Occupational Health and Safety Act 85 of 1993
- Unemployment Insurance Act 30 of 1966, Act 4 of 2002
- Value-Added Tax Act 89 of 1991

5. CATEGORIES OF RECORDS HELD BY THE ROSE FOUNDATION

The Company's web page <http://www.rosefoundation.org.za/>, which is accessible to anyone who has access to the Internet, contains information relating to the complete operation of the Rose Foundation.

Other records held by the Company include:

- Statutory company information
- Financial records
- Employee records
- Records relating to fixed and movable property
- Commercial contracts
- Insurance contracts
- Laboratory test reports
- Effluent reports
- Independently compiled environmental audit reports on purchasers of used oil
- Environmental impact assessment/s
- Local authority letters of authorisation

Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Promotion of Access to Information Act 2 of 2000. Access to records may be refused on grounds specified in the Act.

6. FORM OF REQUEST

The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 2 of this Manual.

7. PRESCRIBED 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 must pay the required request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <http://www.sahrc.org.za>.

8. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of the Rose Foundation at no cost. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can also be accessed on the web sites of the SAHRC <http://www.sahrc.org.za> and of the Rose Foundation <http://www.rosefoundation.org.za/> and it will be published in the Government Gazette. The manual accessible in the Government Gazette and on the web sites of the Rose Foundation and of the SAHRC do not include the request forms or fee structure.

AFRISOFT AFRICA (PROPRIETARY) LIMITED**ACCESSING OUR INFORMATION****Combined Manual in terms of Section 51 of the
Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Within these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

We do not yet have a web site on which to post this information.

Section 1 – Details (S51(1)(a))

Full Name	Afrisoft Africa (Pty) Ltd
Registration Number	1998/023356/07
Head	R Graham
Physical Address	27 Autumn Street, Rivonia
Postal Address	PO Box 4121 Rivonia 2128
Telephone Number	(011)803-4376
Fax Number	(011)803-7378
E-mail Address of Head	rgraham@agris.co.za

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700 Houghton 2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- Incorporation Documents
- Statutory returns
- Statutory registers
- Licences and permits

(b) ACCOUNTING RECORDS

- Annual Financial Statements
- Records in support of Annual Financial Statements

(c) STATUTORY EMPLOYEE RECORDS

- Register of Employees
- Employment Policies and other personnel related records
- Training manuals
- Pension Fund Records
- Unemployment Insurance Fund Records

(d) MOVABLE PROPERTY

- Asset register
- Finance and Lease Agreements

(e) TAXATION

- Copies of all taxation returns and documents

(f) LEGAL

- Litigation records

(g) OTHER RECORDS

- Operational records
- Information Technology and databases
- Product and marketing records
- Internal policies and procedures

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC web site (www.sahrc.org.za)
- the Department of Justice and Constitutional Development web site (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved. The company may legitimately refuse to grant access to a requested record that falls within a certain category.

CAPSTONE 469 (PROPRIETARY) LIMITED**ACCESSING OUR INFORMATION****Combined Manual in terms of Section 51 of the
Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Within these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

We do not yet have a web site on which to post this information.

Section 1 – Details (S51(1)(a))

Full Name	CAPSTONE 469 (PROPRIETARY) LIMITED
Registration Number	2002/028132/07
Head	RE KLEYN
Physical Address	1 st FLOOR, BUILDING 2, COUNTRY CLUB ESTATES, WOODMEAD
Postal Address	PO Box 4121 Rivonia 2128
Telephone Number	(011)258-8582
Fax Number	(011)258-8511
E-mail Address of Head	rekleyn@mweb.co.za

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission Promotion of Access to Information Act Unit
Research and Documentation Department Private Bag 2700 Houghton 2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Companies Act No. 61 of 1973
- Customs and Excise Act No. 91 of 1964
- Income Tax Act No. 58 of 1962
- Promotion of Access to Information Act No. 2 of 2000
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- Incorporation Documents
- Statutory returns
- Statutory registers
- Licences and permits

(b) ACCOUNTING RECORDS

- Annual Financial Statements
- Records in support of Annual Financial Statements

(c) MOVABLE PROPERTY

- Asset register
- Finance and Lease Agreements

(d) TAXATION

- Copies of all taxation returns and documents

(e) LEGAL

- Litigation records

(f) OTHER RECORDS

- Operational records
- Information Technology and databases
- Product and marketing records
- Internal policies and procedures

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC web site (www.sahrc.org.za)
- the Department of Justice and Constitutional Development web site (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved. The company may legitimately refuse to grant access to a requested record that falls within a certain category.

GINSGLOBAL INDEX FUNDS LTD**A Guide to
ACCESSING OUR INFORMATION****Our Manual in terms of Section 51 of the
Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website at www.ginsglobal.com

Section 1 – Details (S51(1)(a))

Full Name	GinsGlobal Index Funds Ltd
Registration Number	2001/007739/06
Registered Address	Suite 20-301b The Waverley, Wyecroft Road Mowbray
Postal Address	P. O. Box 170 Cape Town, 8000
Telephone Number	021 671 5091
Fax Number	021 6715092
Head	Cynthia Pharo
Email Address	cp@offshorepro.com

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission Promotion of Access to Information Act Unit
Research and Documentation Department Private Bag 2700 Houghton 2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section 5 – Information available (Section 51(1)(e))**1. Categories of information**

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- Incorporation Documents
- Statutory returns
- Statutory registers
- Licences and permits

(b) ACCOUNTING RECORDS

- Annual Financial Statements
- Records in support of Annual Financial Statements

(c) STATUTORY EMPLOYEE RECORDS

- Register of Employees
- Employment Policies and other personnel related records
- Unemployment Insurance Fund Records

(d) MOVABLE PROPERTY

- Asset register
- Finance and Lease Agreements

(e) TAXATION

- Copies of all taxation returns and documents

(f) LEGAL

- Litigation records

(g) OTHER RECORDS

- Operational records
- Information Technology and databases
- Internal policies and procedures

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form.

These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

M & K COMPUTING (PROPRIETARY) LIMITED**ACCESSING OUR INFORMATION****Combined Manual in terms of Section 51 of the
Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Within these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

We do not yet have a web site on which to post this information.

Section 1 – Details (S51(1)(a))

Full Name	M&K Computing (Pty) Ltd
Registration Number	1995/008093/07
Head	RE Kleyn
Physical Address	1 st Floor Building 2 Country Club Estates Woodmead
Postal Address	PO Box 4121 Rivonia 2128
Telephone Number	(011)258-8582
Fax Number	(011)258-8511
E-mail Address of Head	rekleyn@mweb.co.za

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission Promotion of Access to Information Act Unit
Research and Documentation Department Private Bag 2700 Houghton 2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- Incorporation Documents
- Statutory returns
- Statutory registers
- Licences and permits

(b) ACCOUNTING RECORDS

- Annual Financial Statements
- Records in support of Annual Financial Statements

(c) STATUTORY EMPLOYEE RECORDS –

- Register of Employees
- Employment Policies and other personnel related records
- Training manuals
- Pension Fund Records
- Unemployment Insurance Fund Records

(d) MOVABLE PROPERTY

- Asset register
- Finance and Lease Agreements

(e) TAXATION

- Copies of all taxation returns and documents

(f) LEGAL

- Litigation records

(g) OTHER RECORDS

- Operational records
- Information Technology and databases
- Product and marketing records
- Internal policies and procedures

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC web site (www.sahrc.org.za)
- the Department of Justice and Constitutional Development web site (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved. The company may legitimately refuse to grant access to a requested record that falls within a certain category.

MABULA SHARE BLOCK LTD
MABULA TIMESHARING SHARE BLOCK LTD
MABULA'S MODJADJI CAMP SHARE BLOCK LTD

ACCESSING OUR INFORMATION

**Combined Manual in terms of Section 51 of the
Promotion of Access to Information Act**

Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Within these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

We do not yet have a web site on which to post this information.

Section 1 – Details (S51(1)(a))

Full Name	Mabula Share Block Ltd – 1980/007801 Mabula Timesharing Share Block Ltd – 1969/005889/06 Mabula's Modjadji Camp Share Block Ltd – 1986/003130/06
Head	Robert Malcolm Cumming
Address	23B Pine Road Bedfordview 2007
Postal Address	23B Pine Road Bedfordview 2007
Telephone Number	(011) 450 2265
Fax Number	(011) 450 2266
E-mail Address of Head	mal@onwe.co.za

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information **reasonably** required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Customs and Excise Act No 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- National Environmental Management Act No. 107 of 1998
- National Water Act No. 36 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Promotion of Access to Information Act No. 2 of 2000
- Road Transportation Act No. 74 of 1977
- Share Block Control Act No. 59 of 1980
- Skills Development Levy Act No. 9 of 1999
- Stamp Duties Act No. 40 of 1949
- Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-Added Tax Act No. 89 of 1991

Section 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- Incorporation Documents
- Statutory returns
- Statutory registers

(b) ACCOUNTING RECORDS

- Annual Financial Statements
- Records in support of Annual Financial Statements

(c) STATUTORY EMPLOYEE RECORDS

- Register of Employees
- Employment Policies and other personnel related records
- Pension Fund Records
- Unemployment Insurance Fund Records
- Employment equity plan

(d) ENVIRONMENTAL HEALTH AND SAFETY

- Environmental management policies
- Safety management policies

(e) FIXED PROPERTY

- Title Deeds
- Leases

(f) MOVABLE PROPERTY

- Asset register
- Finance and Lease Agreements

(g) OTHER RECORDS

- Operational records
- Internal policies and procedures

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC web site (www.sahrc.org.za)
- the Department of Justice and Constitutional Development web site (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved. The company may legitimately refuse to grant access to a requested record that falls within a certain category.

**MOSS-MORRIS CONSULTING
(PROPRIETARY) LIMITED****A Guide to****ACCESSING OUR INFORMATION****Our Manual in terms of Section 51 of the
Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website at www.mossmorris.co.za.

Section 1 – Details (S51(1)(a))

Full Name	Moss-Morris Consulting (Pty) Ltd
Registration Number	1997/011616/07
Registered Address	19 th Floor Sandton City Office Tower 5 th Street Sandton 2196
Postal Address	PO Box 55095 Northlands 2116
Telephone Number	(011) 291 5800
Fax Number	(011) 884 1476
Head	Darren Kramer
Email Address	consult@mossmorris.co.za

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission Promotion of Access to Information Act Unit
Research and Documentation Department Private Bag 2700 Houghton 2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section 5 – Information available (Section 51(1)(e))**1. Categories of information**

We hold the following categories of information:

- (a) STATUTORY COMPANY INFORMATION**
 - Incorporation Documents
 - Statutory returns
 - Statutory registers
 - Licences and permits
- (b) ACCOUNTING RECORDS**
 - Annual Financial Statements
 - Records in support of Annual Financial Statements
- (c) STATUTORY EMPLOYEE RECORDS**
 - Register of Employees
 - Pension Fund Records
 - Unemployment Insurance Fund Records
- (d) MOVABLE PROPERTY**
 - Asset register
 - Finance and Lease Agreements
- (e) INTELLECTUAL PROPERTY**
 - Trademarks, trade names and protected names
 - Copyrights
- (f) TAXATION**
 - Copies of all taxation returns and records
 -
- (g) LEGAL**
 - Litigation records
- (h) OTHER RECORDS**
 - Operational records
 - Information Technology and databases

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

**MOSS MORRIS
ATTORNEYS**

A Guide to**ACCESSING OUR INFORMATION****Our Manual in terms of Section 51 of the
Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website at www.mossmorris.co.za.

Section 1 – Details (S51(1)(a))

Full Name	Moss Morris Attorneys
Registered Address	20 th Floor Sandton City Office Tower 5 th Street Sandton 2196
Postal Address	PO Box 786728 Sandton 2146
Telephone Number	(011) 291 5500
Fax Number	(011) 884 5789
Head	Alan Jankelowitz
Website	www.mossmorris.co.za

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Income Tax Act No. 58 of 1962
- Occupational Health and Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Promotion of Access to Information Act No. 2 of 2000
- Stamp Duties Act No. 77 of 1968
- Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Licences and permits

(b) STATUTORY EMPLOYEE RECORDS

- (i) Register of Employees
- (ii) Employment Policies and other personnel related records
- (iii) Pension Fund Records
- (iv) Unemployment Insurance Fund Records

(c) INTELLECTUAL PROPERTY

- (i) Patents, patent applications and inventions
- (ii) Trademarks, trade names and protected names
- (i) Copyrights

(d) TAXATION

- (i) Copies of all taxation returns and documents

(e) LEGAL

- (i) Litigation records

(f) OTHER RECORDS

- (i) Operational records
- (ii) Information Technology and databases
- (iii) Product and marketing records
- (iv) Internal policies and procedures

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC web site (www.sahrc.org.za)
- the Department of Justice and Constitutional Development web site (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved. The company may legitimately refuse to grant access to a requested record that falls within a certain category.

MOSS-MORRIS SERVICES (PROPRIETARY) LIMITED

A Guide to

ACCESSING OUR INFORMATION

**Our Manual in terms of Section 51 of the
Promotion of Access to Information Act**

Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website at www.mossmorris.co.za.

Section 1 – Details (S51(1)(a))

Full Name	Moss-Morris Services (Pty) Ltd
Registration Number	2001/030179/07
Registered Address	20 th Floor Sandton City Office Tower 5 th Street Sandton 2196
Postal Address	PO Box 786728 Sandton 2146
Telephone Number	(011) 291 5500
Fax Number	(011) 291 5789
Head	Alan Jankelowitz
Email Address	alanj@mossmorris.co.za

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

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Telephone:	(011) 484-8300	
Fax:	(011) 484-0582	
Website:	www.sahrc.org.za	
E-mail:	PAIA@sahrc.org.za	

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

Section 5 – Information available (Section 51(1)(e))**1. Categories of information**

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- (i) Incorporation Documents
- (iii) Statutory returns
- (iii) Statutory registers
- (iv) Licences and permits

(b) ACCOUNTING RECORDS

- (i) Annual Financial Statements
- (ii) Records in support of Annual Financial Statements

(c) STATUTORY EMPLOYEE RECORDS

- (i) Register of Employees
- (ii) Employment Policies and other personnel related records
- (iii) Pension Fund Records
- (iv) Unemployment Insurance Fund Records
- (v) Employment equity plan

(d) FIXED PROPERTY

- (i) Title Deeds
- (ii) Leases

(e) MOVABLE PROPERTY

- (i) Asset register
- (ii) Finance and Lease Agreements

(f) INTELLECTUAL PROPERTY

- (ii) Trademarks, trade names and protected names
- (i) Copyrights

(g) TAXATION

- (i) Copies of all taxation returns and documents

(h) LEGAL

- (i) Litigation records

(i) OTHER RECORDS

- (i) Operational records
- (ii) Information Technology and databases
- (iii) Internal policies and procedures

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form.

These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Boehringer Ingelheim (Pty) Ltd

A Guide to

ACCESSING OUR INFORMATION

**Our Manual in terms of Section 51 of the
Promotion of Access to Information Act**

Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

Section 1 – Details (S51(1)(a))

Full Name	BOEHRINGER INGELHEIM (PROPRIETARY) LIMITED
Registration Number	1966/008619/07
Registered Address	404 Main Avenue, Ferndale, Randburg, 2194
Postal Address	Private Bag X3032, Randburg, 2125
Telephone Number	011 8861075
Fax Number	011 886 3205
Head	Allen Hulme
E-mail Address of Head	hulme@jnb.boehringer-ingelheim.com

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission Promotion of Access to Information Act Unit
Research and Documentation Department Private Bag 2700 Houghton 2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Employment Equity Act No. 55 of 1998
- Health Professions Act No. 56 of 1974
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Pharmacy Act No. 53 of 1974
- Promotion of Access to Information Act No. 2 of 2000
- Road Transportation Act No. 74 of 1977
- Skills Development Levy Act No. 9 of 1999
- Stamp Duties Act No. 40 of 1949
- Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-Added Tax Act No. 89 of 1991

Section 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

- (a) STATUTORY COMPANY INFORMATION**
 - Incorporation Documents
 - Statutory returns
 - Statutory registers
- (b) ACCOUNTING RECORDS**
 - Annual Financial Statements
 - Records in support of Annual Financial Statements
- (c) STATUTORY EMPLOYEE RECORDS**
 - Register of Employees
 - Employment Policies and other personnel related records
 - Training manuals
 - Pension Fund Records
 - Unemployment Insurance Fund Records
 - Employment equity plan
- (d) ENVIRONMENTAL HEALTH AND SAFETY**
 - Environmental management policies
 - Management of hazardous chemicals and substances
 - Safety management policies
- (e) FIXED PROPERTY**
 - Title Deeds
 - Leases
- (f) MOVABLE PROPERTY**
 - Asset register
 - Finance and Lease Agreements
- (g) INTELLECTUAL PROPERTY**
 - Patents, patent applications and inventions
 - Trademarks, trade names and protected names
 - Copyrights
- (h) OTHER RECORDS**
 - Operational records
 - Information Technology and databases
 - Product and marketing records
 - Internal policies and procedures

Section 5 – Information available in terms of the Act (S51(1)(e)) (continued)**Procedure for requesting access to the above information**

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved. The company may legitimately refuse to grant access to a requested record that falls within a certain category.

Ingelheim Pharmaceuticals (Pty) Ltd**A Guide to****ACCESSING OUR INFORMATION****Our Manual in terms of Section 51 of the
Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

Section 1 – Details (S51(1)(a))

Full Name	INGELHEIM PHARMACEUTICALS (PROPRIETARY) LIMITED
Registration Number	1966/008618/07
Registered Address	404 Main Avenue, Randburg, 2194
Postal Address	Private Bag X3032, Randburg, 2125
Telephone Number	011 886 1075
Fax Number	011 8863205
Head	Mr Alten Hulme
E-mail Address of Head	hulme@jnb.boehringer-ingelheim.com

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission Promotion of Access to Information Act Unit
Research and Documentation Department Private Bag 2700 Houghton 2041

Telephone: 011 484-8300

Fax: 011 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Atmospheric Pollution Prevention Act No. 45 of 1965
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Customs and Excise Act No 91 of 1964
- Health Professions Act No. 56 of 1974
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Machinery and Occupational Safety Act No. 6 of 1983
- National Environmental Management Act No. 107 of 1998
- National Water Act No. 36 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Pharmacy Act No. 53 of 1974
- Promotion of Access to Information Act No. 2 of 2000
- Road Transportation Act No. 74 of 1977
- Stamp Duties Act No. 40 of 1949
- Trademarks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Value-Added Tax Act No. 89 of 1991
- The Medicines and Related Substances Control Act 101 of 1965
- Hazardous Substances Act Nr 15 of 1973
- Foodstuffs, Cosmetics and Disinfectants Act Nr 54 of 1972

Section 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- Incorporation Documents
- Statutory returns
- Statutory registers

(b) ACCOUNTING RECORDS

- Annual Financial Statements
- Records in support of Annual Financial Statements

(c) ENVIRONMENTAL HEALTH AND SAFETY

- Environmental management policies
- Management of hazardous chemicals and substances
- Safety management policies

(d) FIXED PROPERTY

- Title Deeds

(e) MOVABLE PROPERTY

- Asset register

(f) INTELLECTUAL PROPERTY

- Patents, patent applications and inventions
- Trademarks, trade names and protected names
- Copyrights

(g) OTHER RECORDS

- Operational records
- Information Technology and databases
- Product and marketing records
- Internal policies and procedures

Section 5 – Information available in terms of the Act (S51(1)(e)) (continued)**Procedure for requesting access to the above information**

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved. The company may legitimately refuse to grant access to a requested record that falls within a certain category.

Partners In HealthCare (Pty) Ltd

A Guide to**ACCESSING OUR INFORMATION****Our Manual in terms of Section 51 of the
Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website: www.pih.co.za.

Section 1 – Details (S51(1)(a))

Full Name	PARTNERS IN HEALTHCARE (PROPRIETARY) LIMITED
Registration Number	1996/13414/07
Registered Address	400 Main Avenue, Randburg, 2194
Postal Address	Private Bag X3032, Randburg, 2125
Telephone Number	011 781 4811
Fax Number	011 781 4823
Head	Mr Tony Lovesay
E-mail Address of Head	tonyl@pih.co.za

Section 2 – The official guide (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission Promotion of Access to Information Act Unit
Research and Documentation Department Private Bag 2700 Houghton 2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Customs and Excise Act No 91 of 1964
- Health Professions Act No. 56 of 1974
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Road Transportation Act No. 74 of 1977
- Skills Development Levy Act No. 9 of 1999
- Stamp Duties Act No. 40 of 1949
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-Added Tax Act No. 89 of 1991
- Nursing Act No. 50 of 1978

Section 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

- (a) STATUTORY COMPANY INFORMATION**
 - Incorporation Documents
 - Statutory returns
 - Statutory registers
- (b) ACCOUNTING RECORDS**
 - Annual Financial Statements
 - Records in support of Annual Financial Statements
- (c) STATUTORY EMPLOYEE RECORDS**
 - Register of Employees
 - Employment Policies and other personnel related records
 - Training manuals
 - Pension Fund Records
 - Unemployment Insurance Fund Records
 - Employment equity plan
- (d) ENVIRONMENTAL HEALTH AND SAFETY**
 - Environmental management policies
 - Management of hazardous chemicals and substances
 - Safety management policies
- (e) FIXED PROPERTY**
 - Title Deeds
 - Leases
- (f) MOVABLE PROPERTY**
 - Asset register
 - Finance and Lease Agreements
- (g) INTELLECTUAL PROPERTY**
 - Patents, patent applications and inventions
 - Trademarks, trade names and protected names
 - Copyrights
- (h) OTHER RECORDS**
 - Operational records
 - Information Technology and databases
 - Product and marketing records
 - Internal policies and procedures

Section 5 – Information available in terms of the Act (S51(1)(e)) (continued)**Procedure for requesting access to the above information**

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved. The company may legitimately refuse to grant access to a requested record that falls within a certain category.

SCHWEITZER ENGINEERING LABORATORIES (PTY) LTD**A Guide to****ACCESSING OUR INFORMATION****Our Manual in terms of Section 51 of the
Promotion of Access to Information Act****Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

Section 1 – Details (S51(1)(a))

Full Name	Schweitzer Engineering Laboratories (Pty) Ltd
Registration Number	2000/031301/07
Street Address	Unit 7 Golf Gardens Office Park 2 Marco Polo Street Highveld Centurion
Postal Address	PO Box 68256 Highveld Centurion 0169
Telephone Number	(012) 665 1615
Telefax Number	(012) 665 1618
Head	Deon Joubert
Email address – Head	Deon_Joubert @ selinc.com

Section 2 – Details (S51(1)(b))

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post	South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700 Houghton 2041
Telephone	(011) 484-8300
Fax	(011) 484-0582
Website	www.sahrc.org.za
E-mail	PAIA@sahrc.org.za

Section 3 – Voluntary disclosure and automatic availability of certain records (S51(1)(c))

No record categories are currently automatically available for disclosure.

Section 4 – Information available in terms of other legislation (S51(1)(d))

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Credit Agreements Act No. 75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Customs and Excise Act No 91 of 1964
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Stamp Duties Act No. 40 of 1949
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-Added Tax Act No. 89 of 1991

Section 5 – Information available in terms of the Act**1. Categories of information**

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

- Incorporation Documents
- Statutory returns
- Statutory registers
- Licences and permits

(b) ACCOUNTING RECORDS

- Annual Financial Statements
- Records in support of Annual Financial Statements

(c) STATUTORY EMPLOYEE RECORDS

- Register of Employees
- Employment Policies and other personnel related records
- Training manuals
- Pension Fund Records
- Unemployment Insurance Fund Records
- Employment equity plan

(d) MOVABLE PROPERTY

- Asset register
- Finance and Lease Agreements

(e) INTELLECTUAL PROPERTY

- Patents, patent applications and inventions
- Trademarks, trade names and protected names
- Copyrights

(f) TAXATION

- Tax returns and other taxation records

(g) LEGAL

- Litigation records

(h) OTHER RECORDS

- Operational records
- Information Technology and databases
- Product and marketing records
- Internal policies and procedures

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- the duly appointed head (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

MANUAL
OF
BENONI COUNCIL FOR THE CARE OF THE
AGED

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

(Private Body)

1. INTRODUCTION

- 1.1 The Promotion of Access to Information Act, No. 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released**. The Act sets out the requisite procedural issues attached to such request.

1.2 PURPOSE OF THE MANUAL:

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance;

And in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to *"Private Body"* in this manual, it will refer to BENONI COUNCIL FOR THE CARE OF THE AGED a private body, for which this manual is drafted.

Wherever reference is made to a "document" or "record", it shall include such documents or records that are stored on a computer or in any form of electronic format (precedent included).

PART I**2. CONTACT DETAILS****2.1 Information Officer: JOHANNES LODEWIKUS DUVENAGE**

Postal address: P.O. Box 1896, Benoni, 1500

Registered address: Parker Street, Rynfield, Benoni, 1501

Physical address: Parker Street, Rynfield, Benoni, 1501

Tel: (011) 968-1184

Fax: (011) 968-1188

E-mail address: d.levy@absamail.co.za

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: BENONI COUNCIL FOR THE CARE OF THE AGED

2.2.2 Head of Private Body: Raymond Peter Meiring (Chairman)

2.2.3 Registration no: NPO 001-895

2.2.4 Vat Registration No: 4330126287

2.2.5 Postal Address: P.O. Box 1896, Benoni, 1500

2.2.6 Physical Address: Parker Street, Rynfield, Benoni, 1501

2.2.7 Telephone No: (011) 968-1184

2.2.8 Facsimile No: (011) 968-1188

2.2.9 E-mail address: d.levy@absamail.co.za

PART II**3. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION,

At PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number : (011) 484-8300

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

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

PART III**3.1 RECORDS OF THE PRIVATE BODY**

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.

The head of the private body may, in addition and on a voluntary basis, also publish notices in terms of Section 52(2) of the Act regarding categories of records which are available without a person having to request access in terms of the Act.

3.2 ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION (Sections 51(1)© and 51(1)(e))**3.2.1 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) (Section 51(1)©)**

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

3.2.2 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 (*Section 51(1)(e)*)

Administration:	Minutes of committee meetings Minutes of disciplinary committee meetings
Human Resources:	Employment contracts Remuneration policies
Operations:	Members registry
Finances:	Assets inventory Financial statements
Other:	Constitution

3.2.3 RECORDS REQUIRED IN TERMS OF LEGISLATION

3.2.3.1 A list of certain legislation setting out a description of the records of the Private Body which are available in accordance with such legislation, is as follows:-

- 3.2.3.1.1 Labour Relations Act, Act 66 of 1995
- 3.2.3.1.2 Employment Equity Act, Act 55 of 1998
- 3.2.3.1.3 Basic Conditions of Employment Act, Act 75 of 1997
- 3.2.3.1.4 Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993
- 3.2.3.1.5 Unemployment Insurance Act, Act 63 of 2001
- 3.2.3.1.6 Value Added Tax 89 of 1991
- 3.2.3.1.7 Occupational Health & Safety Act, Act 85 of 1993

Reference to the abovementioned legislation shall include subsequent amendments to such legislation and all relevant sections within such legislation in terms of which the Private Body holds records.

PART IV**4. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS**

The main grounds for the Private Body to refuse a request for information relates to the -

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains-
 - 4.2.1 trade secrets of that third party;
 - 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement,
- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of the Private Body, which may include -
 - 4.6.1 trade secrets of the Private Body;
 - 4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;
 - 4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;
 - 4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

5. REMEDIES AVAILABLE WHEN A PRIVATE BODY REFUSES A REQUEST FOR INFORMATION

5.1 INTERNAL REMEDIES

The Private Body does not have an internal appeal procedure. As such, the decision made by the information officer is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the information officer.

5.2 EXTERNAL REMEDIES

A requester that is dissatisfied with an information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a relevant Court for relief.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High court or another court of similar status.

6. REQUEST PROCEDURE

6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.

6.2 the requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.

6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify -

6.3.1 The record or records requested;

6.3.2 The identity of the requester;

6.3.3 Which form of access is required, if the request is granted;

6.3.4 The postal address or fax number of the requester.

6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7. ACCESS TO RECORDS HELD BY THE PRIVATE BODY

- 7.1 Records held by the Private Body may be accessed by requests only once the prerequisite requirements for access have been met.
- 7.2 A requester is any person making a request for access to a record of the Private Body. There are two types of requesters:

7.2.1 PERSONAL REQUESTER

- 7.2.1.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.
- 7.2.1.2 The Private Body will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

7.2.2 OTHER REQUESTER

- 7.2.2.1 This requester (other than a personal requester) is entitled to request access to information on third parties. However, the Private Body is not obliged to voluntarily grant access. The requester must fulfill the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

8. FEES

- 8.1 The Act provides for two types of fees, namely:

- 8.1.1 A request fee, which will be a standard fee; and
- 8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.
- 8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.
- 8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.
- 8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9. DECISION

- 9.1 The Private Body will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- 9.2 The 30 day period with which the Private Body has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the Private Body and the information cannot reasonably be obtained within the original 30 day period. The Private Body will notify the requester in writing should an extension be sought.

10. AVAILABILITY OF THE MANUAL

- 10.1 This manual is available in terms of Regulation Number R.187 of 15 February 2002.
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