

WEBBER WENTZEL

10 FRICKER ROAD  
JILLOVO BOULEVARD  
JOHANNESBURG 2196



# Government Gazette Staatskoerant

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No. 27954

**M A N U A L**

*IN ACCORDANCE WITH*

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



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

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| Richkim Engineering CC | 27954              | 02-09-2005  | 3               |

**MANUAL**  
*as required in terms of the*  
**Promotion of Access to Information Act**  
**No 2 of 2000**

|            |  |                        |
|------------|--|------------------------|
| <b>1.0</b> | <b>Company and contact details</b>                               |                        |
| <b>1.1</b> | <b>Company / Institution / Business</b>                          |                        |
|            | Name of entity / business  | Richkim Engineering CC |
|            | Nature of business   | General Engineering    |
|            | Name of operational head<br>(MD/CEO etc)                         | J J M Manjerico        |
|            | Postal address   | P O Box 3144           |
|            |  | Middelburg             |
|            | Code   | 1050                   |
|            | Street address   | 7 Slegtkampstraat      |
|            |  | Middelburg             |
|            | Code   | 1050                   |
|            | Telephone number   | (013) 246 2014         |
|            | Telefax number   | (013) 246 2016         |
|            | E-mail address   |                        |
|            | Website address  |                        |
|            | Brochure available?  |                        |
| <b>1.2</b> | <b>Information officer</b>                                       |                        |
|            | Name of information officer                                      | J J M Manjerico        |
|            | Postal address   | P O Box 2722           |
|            |  | Middelburg             |
|            | Code   | 1050                   |
|            | Telephone number   | (013) 246 2014         |
|            | Telefax number   | (013) 246 2016         |
|            | E-mail address   |                        |
| <b>2.0</b> | <b>Records held at business entity / head office</b>             |                        |
| <b>2.1</b> | <b>Personnel records</b>   |                        |
|            | Provided by employees  | Yes                    |
|            | Provided by other individuals                                    | Yes                    |
|            | Employment contractual records                                   | Yes                    |
| <b>2.2</b> | <b>Records relating to customers</b>                             | Yes                    |
| <b>2.3</b> | <b>Records relating to business entity</b>                       |                        |
|            | Financial  | Yes                    |
|            | Marketing  | Yes                    |
|            | Product  | Yes                    |
|            | Internal correspondence  | Yes                    |
|            | Statistical  | Yes                    |
|            | Research   | Yes                    |
|            | Statutory records in terms of Acts applicable to<br>the business | Yes                    |

Note information supplied without prejudice. Details available upon completion and payment of prescribed form and fees subject to right to refuse access on grounds set out in Act and the Pro Forma Manual on [www.sahrc.org.za](http://www.sahrc.org.za).

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