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No. 24080

MANUALS

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
Council for Medical Schemes	24080	22-11-2002	104
Crookes Brothers Limited	24080	22-11-2002	16
CSIR	24080	22-11-2002	21
Golden Arrow Bus Services (Pty) Ltd	24080	22-11-2002	18
Iberia Aerolineas De Espana, S. L.	24080	22-11-2002	12
Louis Fourie	24080	22-11-2002	3
Mintek	24080	22-11-2002	33
Mitic Syndication (Pty) Ltd	24080	22-11-2002	86
Savage Jooste & Adams Incorporated	24080	22-11-2002	4
TeleMessage (Pty) Ltd	24080	22-11-2002	69
The Tobacco Institute of South Africa	24080	22-11-2002	106

HANDLEIDING OPGESTEL INGEVOLGE ARTIKEL 51 VAN DIE WET OP
BEVORDERING VAN TOEGANG TOT INLIGTING NR. 2/2000

1. Artikel 51(a) LOUIS FOURIE
 POSBUS 48600
 ROOSEVELTPARK
 2129

 ELANDWEG 12
 ROBIN HILLS
 RANDBURG
 TEL./FAKS: (011) 792-5654/792-8491
2. Artikel 51(b) Afskrifte van die Wet, Vorms en Regulasies beskikbaar aan
 bona fide applikante teen betaling van voorgeskrewe gelde,
 alternatiewelik van die Menseregtekommissie, alterna-
 tiewelik van die Staatsdrukker
3. Artikel 51(c) Geen Artikel 52(2) kennisgewing is tans beskikbaar nie.
4. Artikel 51(d) Slegs rekord van 'n private en konfidensiële aard word
 gehou in die lig van die grootte van die besigheid.
5. Artikel 51(e) Kliënte lêers -- konfidensiël en/of geprivilegeerd
 Personeel lêers -- konfidensiël en/of geprivilegeerd
 Finansiële lêers -- konfidensiëel en/of geprivilegeerd
 Persoonlike lêers -- konfidensiël en/of geprivilegeerd
6. Artikel 51(f) Geen ander inligting tans voorgeskryf nie.

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

FOR

SAVAGE JOOSTE & ADAMS INCORPORATED
(Registration Number 1978/000724/21)

Company Overview

Savage Jooste & Adams Incorporated is a professional company practising as attorneys, notaries, conveyancers and trade mark agents.

Part I

(Information required under Section 51(1)(a) of the Act)

Head Office

Name of Body: Savage Jooste & Adams Incorporated
Physical address: 141 Boshoff Street, Nieuw Muckleneuk, Pretoria
Postal address: P O Box 745, Pretoria 0001
Head of Body: AG Reid
Telephone no: (012) 452 8200
Fax no: (012) 452 8210
Email: allanr@savage.co.za

Johannesburg Office

Physical address: 1001 Lancaster Gate, Hyde Park Lane, Johannesburg
Postal address: P O Box 41088, Craighall, 2024
Head of Body: AG Reid
Telephone no: (011) 325 0830
Fax no: (011) 325 0308
Email: allanr@savage.co.za

Part II

(Information required under Section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

The South African Human Rights Commissioner:
PAIA Unit, The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2070

Telephone: +27 11 484 8300
Fax: +27 11 484 0482
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

Part III

(Copy of Notice, in any, required under section 51(1)(c) of the Act).

Currently not applicable.

Part IV

(information required under Section 51(1)(d) and (e) of the Act)

For the purposes of this manual and the Act, the records held by Savage Jooste & Adams are categorised by the nature of the content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, including but not limited to:

- 4.1.1 Companies Act Number 61 of 1973;
- 4.1.2 Attorneys Act, 53 of 1979;
- 4.1.3 Income Tax Act 58 of 1962
- 4.1.4 Value Added Tax Act 89 of 1991;
- 4.1.5 Regional Services Councils Act 109 of 1985;
- 4.1.6 Unemployment Insurance Act 63 of 2001;
- 4.1.7 Labour Relations Act 66 of 1995;
- 4.1.8 Basic Conditions of Employment Act 75 of 1997
- 4.1.9 Employment Equity Act 55 of 1998;
- 4.1.10 Skills Development Levies Act 9 of 1999.
- 4.1.11 Pension Funds Act 24 of 1956;
- 4.1.12 Medical Schemes Act 131 of 1998;
- 4.1.13 Copyright Act 98 of 1978.

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

4.2 Records relating to the commercial, financial and professional interests of Savage Jooste & Adams, including but not limited to its client data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures;

4.3 Records of personal information of present, past and prospective employees and directors of Savage Jooste & Adams;

4.4 Records of clients of Savage Jooste & Adams containing personal information, commercial and financial information, information pertaining to contemplated, existing and past litigation, information on agreements, proposals and intellectual and other property of such clients.

4.5 The website address of Savage Jooste & Adams is www.savage.co.za and is accessible to anyone who has access to the internet. The Website contains information in various categories relating to the company, its contact particulars, fields of expertise and its professional staff.

A. The Request Procedure

i. Form of Request

- The requester must have the prescribed form being **Schedule 1** hereto to make the request for access to a record. This must be made to the head. This request must be made to the address, fax number or electronic mail address of Savage Jooste and Adams Incorporated.
- The requester must provide sufficient detail on the request form to enable the head to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head.

ii. Fees

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

- The head must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.
- The fee that the requester must pay is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Part V

(Other information as may be prescribed under Section 51(1)(f)).

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

Part VI

(availability of manual under Section 51(3))

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at the office of Savage Jooste & Adams. Copies may also be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces.

Part VII

(prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

Schedule 1

**REQUEST FOR ACCESS TO A RECORD OF
SAVAGE JOOSTE & ADAMS INC.**

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 4]

A. Particulars:

**Savage Jooste & Adams Inc, 141 Boshoff Street, Nieuw Muckleneuk,
Pretoria, P O Box 745, Pretoria, 0001; Tel: (012) 452 8200; Fax: (012)
452 8210; enquiries@savage.co.za**

The Head of Information: **A.G. Reid**

B. Particulars of person requesting access to the record

1. *The particulars of the person who requests access to the record must be recorded below.*
2. *Furnish an address and/or fax number in the Republic to which information must be sent.*
3. *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and
surname: _____

Identity
number: _____

Postal
address: _____

Fax number: _____

Contact telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:
(attach proof of capacity, eg power of attorney, resolution)

C. Particulars of person on whose behalf request is made

This section must only be completed if a request for information is made on behalf of another person.

Full names and
surname: _____

Identity
number: _____

D. Particulars of record

1. *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
2. *If the space provided for is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the
record: _____

2. Reference number, if
available: _____

3. Any further particulars of record:

E. Fees

1. A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.
2. You will be notified of the amount required to be paid as the request fee.
3. The fee payable for access to the record depends on the form in which access is required.
4. If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief

Reason for exemption from payment of fees:

F. Form of access to record

Mark the appropriate box with an "X".

NOTES:

1. Your indication as to the required form of access depends on the form in which the record is available.
2. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
3. The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.

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

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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If record consists of visual images - (this includes photographs, slides, video recordings, computer generated images, sketches, etc.)

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound -

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
--------------------------	---	--------------------------	--

4. If record is held on computer or in an electronic or machine-readable form -

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiff or
--------------------------	-------------------------	--------------------------	--	--------------------------	---

					compact disc)
--	--	--	--	--	---------------

Mark your choice below. REMEMBER: If you require a record to be posted to you, you will have to pay a postal fee.

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	YES	NO
---	-----	----

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected

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

H. Notice of decision regarding request for access

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

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

Signed at _____ on this _____ day of _____ 20 _____

**SIGNATURE OF REQUESTER / PERSON
IN WHOSE BEHALF REQUEST IS MADE**

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

IBERIA AEROLINEAS DE ESPAÑA, S.L.

Company Overview:

Commercial Airline - National Carrier of Spain

PART I

(Information required under Section 51(1)(a) of the Act)

Name of Body: Iberia Aerolineas De España, S.L. (aka Iberia Airlines of Spain)
Physical Address: 2nd Floor, Sandown House, cnr Fifth Street & Norwich Close,
Sandton
Head of Body: Juan Pedro Aritio (General Manager South African Operations)
Telephone Number: (011) 884-6061
Fax Number: (011) 884-5909
E-mail: jnbus@iberia.es

PART II

(Information required under Section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should be directed to:

The South African Human Rights Commission:

PAIA Unit, The Research and Documentation Department

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

PART III

(Copy of notice, if any required under Section 51(1)(c) of the Act)

(Currently not applicable)

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

Records are kept in accordance with such other legislation as is applicable to Iberia Aerolineas De España, S.L. [South African Branch Office], which includes but is not limited to, the following legislation:

Companies Act 61 of 1973

Income Tax Act 58 of 1962

Unemployment Insurance Act 63 of 2001

Value Added Tax Act 89 of 1991

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Occupational Health and Safety Act 85 of 1993

Labour Relations Act 66 of 1955

Basic Conditions of Employment Act 75 of 1997

Employment Equity Act 55 of 1998

Skills Development Levies Act 9 of 1999

Aviation Act 74 of 1962

Convention for the Unification of Certain Rules relating to International Carriage by air, Warsaw 12 October 1929, as amended at the Hague, 28 September 1955.

PART V**(Information required under Section 51(1)(e) of the Act)****A: Records that may be requested****i. Operational Information**

Such information as is required for the day to day running of Iberia Aerolineas De España, S.L. [South African Branch Office]. For instance: internal phone lists; address lists; company policies; detectives; contracts; employee records; requisitions; permits; licences; authorisations; approvals; applications; consents and general "house keeping" information.

Correspondence between persons within and without Iberia Aerolineas De España, S.L. [South African Branch Office].

iii. Website

www.iberia.com

iv. Other Sources of Information

(Not applicable)

B. The Request Procedures**1. Form of Request**

- * The request must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

- * The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c) and (e)].
- * The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- * If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

ii. Fees

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

- * The head of the private body must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request [s 54(1)].
- * The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- * If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

PART VI

(Other information as may be prescribed under Section 51(1)(f))

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

PART VII

(availability of manual under Section 51(3))

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Iberia Aerolineas De España, S.L. [South African Branch Office]. Copies may also be requested from the South African Human Rights Commission and the Government Gazette. The manual is also published on Iberia Aerolineas De España, S.L. [South African Branch Office] website referred to above.

PART VIII**(prescribed forms and fee structure in respect of private bodies)**

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doi.gov.za), under the "regulations" section.

CROOKES BROTHERS LIMITED

Registration Number : 1913/000290/06

MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT (No. 2 OF 2000)

MANUAL for PRIVATE BODIES

In terms of the

PROMOTION OF ACCESS TO INFORMATION ACT**No. 2 of 2000**

(hereinafter referred to as "the Act")

NAME OF THE COMPANY

Crookes Brothers Limited

HEAD OF THE COMPANY

Mr. D.J. Crookes

(a) POSTAL ADDRESSP O Renishaw
KwaZulu-Natal
4181**REGISTERED OFFICE ADDRESS**Renishaw Estate
KwaZulu-Natal
4181**TELEPHONE NUMBER**

(039) 978 3850

TELEFAX NUMBER

(039) 976 1423

EMAIL ADDRESS

djcrookes@cbl.co.za

(b) GUIDE REFERRED TO IN SECTION 10

The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of

Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

(c) LATEST NOTICE IN TERMS OF SECTION 52(2)

Not applicable.

(d) RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

The relevant records of a public nature provided in terms of the following Acts can be found in the Company's various policies and procedures, and the relevant notifications, and are held at the Registered office address in South Africa.

- 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
- Environment Conservation Act 73 of 1989
- Health Act 63 of 1977
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- National Environmental Management Act 107 of 1998
- National Water Act 36 of 1998
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Value-Added Tax Act 89 of 1991

(e) REQUESTS FOR ACCESS TO RECORDS, DESCRIPTION OF SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS

Requests for access to the records available under (d) above, or other relevant operational information, should be made in terms of section 53 of the Act and directed to the Company Secretary, at P O Renishaw, KwaZulu-Natal, 4181. Public information on the Company can be found on Crookes Brothers Limited's Website (www.cbl.co.za).

(f) OTHER INFORMATION AS PRESCRIBED

Not applicable.

GOLDEN ARROW BUS SERVICES (PTY) LTD
Registration No: 1992/001234/07

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

PART I

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

Name of Body: Golden Arrow Bus Services (Pty) Ltd

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

Postal address: P O Box 1795
CAPE TOWN
8000

Street address: Arrowgate Depot
Palotti Road
Montana
7495

Telephone No: +27 21 937 8800

Fax No: +27 21 934 4885

Email address: karindelongh@gabs.co.za

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

PART II

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

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available and how to obtain access to it. The Act requires the South African Human Rights Commission ("SAHRC") to compile this guide. This guide is to help people understand the provisions of the Act, its objects and how to make use of the provisions of the Act. To date this guide has not been compiled and the SAHRC believes it will be completed by August 2003. As soon as the guide is available, it will form part of this manual. The regulations regarding the Promotion of Access to Information Act published under Government Notice No. R187 of 15 February 2002 detail how the Human Rights Commission should make this guide available.

PART III

[Copy of notice, if any, required under section 51(1)(c) of the Act]

No information is available in terms of this section.

PART IV

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

Records are kept in accordance with the following legislation:

The Companies Act 61 of 1973

The Employment Equity Act 55 of 1998

The Basic Conditions of Employment Act 75 of 1997

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Labour Relations Act 68 of 1995

The Road Traffic Act 29 of 1989

The Tobacco Products Control Act 83 of 1993

Guidance and Placement Act 61 of 1981

Income Tax Act 58 of 1962

The Road Accident Fund Act 56 of 1996

Occupational Health and Safety Act 85 of 1993

Road Transportation Act 74 OF 1977

Value Added Tax Act 89 of 1991

Unemployment Insurance Contribution Fund Act 4 of 2000

Unemployment Insurance Fund Act 63 of 2001

The Prescription Act 68 of 1969

Customs & Excise Act, No. 91 of 1964

PART V

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

GENERAL DOCUMENTS

Rental and Hire Purchase Agreements;

Suspensive Sale Agreements;

Internal and external correspondence;

Monthly management accounts;

Newspaper/magazine clippings;

ENGINEERING DOCUMENTS

Documents relating to maintenance, servicing and repair of buses, radio licences, engineering drawings and plans.

PURCHASING DOCUMENTS

These relate the purchasing function within company and supply contracts.

OPERATIONS DOCUMENTS

This relates to all aspects of operations, including charter hire, contracts, tariffs of fares, timetables, general passenger information, traffic fines, lost property and the local Road Transportation Board.

INFORMATION TECHNOLOGY RECORDS

Software manuals and installation instructions, as well as the licensing documentation.

The full version of this manual can be found on the Golden Arrow Bus Services (Pty) Ltd Website (<http://www.gabs.co.za>)

DATED

CSIR¹

**Manual on the functions of a Public or Private Body
and
Index of Records held
as required by
The Promotion of Access to Information Act (PROATIA)
Act 2 of 2000, Section 14**

Information Officer
The President
Dr Sibusiso Sibisi
Tel: (012) 841 2429
Fax: (012) 841 3549

Deputy Information Officer
Mrs Ilse Lombard
Tel: (012) 841 2286
Fax: (012) 841 4726
e-mail: ilombard@csir.co.za

Street Address:
Scientia, Meiring Naude Ave
Pretoria

Postal Address
P O Box 395
PRETORIA
0001

¹ Council for Scientific and Industrial Research

Contents**The CSIR² - Mandate, Functions and Structure****Information/Records held by the CSIR and accessible to enquirers**

² See also <http://www.csir.co.za/aboutus.html>

The CSIR³ - Mandate, Functions and Structure

Mandate

The CSIR is the largest scientific and technological research, development and implementation organisation in Africa. Constituted as a Science Council by an Act of Parliament, the CSIR operates under the following mandate:

"In the national interest, the CSIR, through directed and multi-disciplinary research and technological innovation, should foster industrial and scientific development, either by itself, or in partnership with public and private sector institutions, to contribute to the improvement of the quality of life of the people of South Africa".

Function and Objectives

Within the framework of our mandate, the CSIR sources and develops knowledge and technology that enables us to provide technology solutions and information, establish ventures and license intellectual property. We support sustainable development and economic growth in the context of our country's national priorities and global challenges.

The focus of our Parliamentary Grant Investment is the National System of Innovation, and the complementary priorities of the government.

The CSIR's mission acknowledges that global challenges have become our challenges, that relationships with our partners, clients and stakeholders are integral to our success, and that licensing intellectual property and establishing ventures are the key areas of future growth.

The CSIR's strategy is to accelerate our evolution to a knowledge intensive technology organisation that contributes to the African Renaissance and is both internationally competitive and regionally relevant.

Structure

The CSIR functions as a corporation with 8 semi-autonomous business units, focused on industry sectors as follows:

1. Building and Construction
2. Defence
3. Food, Biological and Chemical
4. Information and Communications
5. Materials and Manufacturing
6. Mining
7. Transportation and Roads
8. Water, Environment and Forestry

In addition to these units we have cross Divisional teams focusing on

- Sports Technology
- Crime Prevention
- Technology for Development

³ See also <http://www.csir.co.za/aboutus.html>

Information/records held by the CSIR and available to enquirers

In the course of its work as defined above, the CSIR accumulates a wide variety of records. Some of these are made available as a matter of course to enquirers and these are listed below.

The list does not include those records that fall in the following 3 categories. (The relevant sections of the Act are given in brackets):

1. *Information supplied by or acquired on behalf of a third party (Sections 36 & 37)*
2. *Information relating to the CSIR's own commercial activities in terms of its mandate (Section 42)*
3. *Research information belonging to the CSIR itself (Section 43)*

General Topic	Nature eg CD Rom, Web site	Conditions of Access	Contact Point (Person/Office/Function)
Policy and governance of the CSIR	In Annual Report, paper or on the CSIR Website www.csir.co.za	Free	
Research results sponsored by the Safety in Mines Research Advisory Committee (SIMRAC)	On the SIMRAC website www.simrac.co.za	Free	Alrina de Bruyn. 011 358 0336 adebruy@csir.co.za

ISIZULU**CSIR¹****Ibhukwana eliphathelene nemisebenzi yeNhlangothi kaHulumeni
noma eziMele****kanye****NeNkomba yamaRekhodi agciniwe njengoba kuyalela****UMthetho oKhuthaza iLungelo lokuTholakala koLwazi, uMthetho
wesibili ka-2000, isiGaba 14****Osebenza ukunikezela ngolwazi**

Umongameli

Dr Sibusiso Sibisi

Ucingo: (012) 841 2429

Ifeksi: (012) 841 3549

Iphini losebenza ukunikezela ngolwazi

Nkosikazi Ilse Lombard

Ucingo: (012) 841 2286

Ifeksi: (012) 841 4726

e-mail: ilombard@csir.co.za**Ikheli lomgwaqo:**

Scientia, Meiring Naude Ave

Pretoria

Ikheli leposi:

P O Box 395

Pretoria

0001

¹UMkhandlu woCwaningo lwezeSayensi nezeziMboni

Okuqukethwe**ICSIR² – Igunya, imisebenzi kanye nokwakheka kwenhlangano****Ulwazi/Amarekhodi agcinwe nguMkhandlu i-CSIR kanye nokutholakala kwawo kulabo abawadingayo**

² Bheka iwebsite yethu ku : [//www.csir.co.za/aboutus.html](http://www.csir.co.za/aboutus.html)

ISIZULU

I-CSIR³ – Igunya, imisebenzi kanye nokwakheka kwenhlangano

Igunya

I-CSIR iyinhlangano yocwaningo lwezesayensi nezobuchwepheshe ezentuthuko nokwenziwa kwemisebenzi enkulu kunazo zonke e-Afrika. Le nhlangano ibunjwe njengoMkhandlu wezeSayensi nguMthetho wePhalamende.

ICSIR isebenza ngokwegunya elilandelayo:

"ICSIR ngokusebenzisa ucwaningo olunhlobonhlobo nezindlela ezintsha zobuchwepheshe kumele ikhuthaze ukuthuthukiswa kwezesayensi nezimboni, lokho ikwenza ngokwayo noma ngokubambisana nezikhungo zikahulumeni noma ezizimele, ukubamba iqhaza ekwenzeni ngcono impilo yabantu baseNingizimu Afrika, lokho ikwenza ngokubhekela izifiso zesizwe."

Umsebenzi nezinhloso

Ngokulandela igunya esilini kiwe, iCSIR iqoqa ithuthukise ulwazi nezobuchwepheshe nokwenza ukuthi sikwazi ukunikeza usizo lwezobuchwepheshe nolwazi, ukusungula izinhlelo kanye ukubhalisa ilungelo lobunikazi bomsebenzi (*licence of intellectual property*). Seseka intuthuko esimeme nokukhula komnotho ngokuphathelene nezinhlelo zezwe okumele zibhekwe kuqala ezingeni likazwelonke kanye nezinselelo ezingeni lomhlaba.

Imali yethu esiyithola kuhulumeni siyigxilisela ezinhlelweni zikahulumeni zoguquko kanjalo nasezinhlelweni zikahulumeni ezengeziwe.

Inhloso ye-CSIR iyakubonelela ukuthi izinselelo zomhlaba seziphenduke zaba zinselelo zethu, nokuthi ubudlelwano esinabo nozakwethu, amakhasimende kanye nalabo abathintekayo bubalulekile ekuphumeleleni kwethu, nanokuthi kubhaliswe ilungelo lobunikazi bomsebenzi (*licence of intellectual property*) nokusungula izinhlelo ezintsha yizona zinto ezibalulekile ekukhuleni kwangomuso.

Isu le-CSIR ukufaka umfutho ekuguquleni kwethu lapho siba yinhlangano esekelwe phezu kolwazi olunzulu lwezobuchwepheshe ebambe iqhaza ekuvuselelweni kwe-Afrika futhi ekwaziyo ukumelana nokuncintisana okusezingeni lamazwe omhlaba futhi kube ngelungele isifunda.

Ukwakheka kwe-CSIR

I-CSIR isebenza njengenhlangotho enezimpiko ezizimele eziyi-8 ezicishe zizimele nezigxile emikhakheni yezimboni ezilandelayo:

1. Ezokwakha

¹ UMkhandlu woCwaningo lwezeSayensi nezeziMboni

³ Bheka iwebsite yethu ku : [//www.csir.co.za/aboutus.html](http://www.csir.co.za/aboutus.html)

2. Ezokuvikeleka
3. Ukudla, ibhayoloji namakhemikhali
4. Ulwazi nezokuxhumana
5. Impahla yokukhiqiza kanye nokukhiqiza
6. Ezezimayini
7. Ezokuthutha nemigwaqo
8. Ezamanzi, ezezemvelo namahlathi

Ngaphandle kwalezi mpiko sinamathimba asebenza kuyo yonke imikhakha kodwa agxile

- ebuchwephesheni bezemidlalo
- ezinhlelweni zokunqanda ubulelesi
- ubuchwepheshe bezentuthuko

Ulwazi/amarekhodi agcinwe yi-CSIR nanokutholakala lapho kunowadingayo

Lapho iqhuba umsebenzi wayo ochazwe ngenhla i-CSIR igcina ibe namarekhodi anhllobonhlolo. Amanye alamarekhodi ayanikezelwa kulabo abadinga ukuthola ulwazi oluthile kuwona kanti uhla lwawo lubhalwe ngezansi.

Uhla alubandakanyi lawo marekhodi angena kulezi gaba ezintathu ezilandelayo (Izigaba ezithintekayo zoMthetho zibhalwe kubakaki)

1. *Ulwazi olunikwe noma olutholakale ngoba ludingwa ngumuntu wesithathu (Isigaba 36 no 37)*
2. *Ulwazi oluphathelele nemisebenzi yezohwebo ye-CSIR ngokwegunya enikwe lona (Isigaba 42)*
3. *Ulwazi lwezocwaningo okungolwe-CSIR ngokwayo (Isigaba 43)*

Isihloko ngokubanzi	Ubunjalo isibonelo ICD Rom, iWebsite	Imibandela yokutholakala kolwazi	Indlela yokuxhumana (Umuntu/ihhovisi/ umsebenzi)
Umgomo nokwenganyelwa kwe- CSIR	Umbiko wonyaka, iphepha noma ku- website ye-CSIR ku- www.csir.co.za	Mahhala	
Imiphumela yocwaningo oluxhaswe yikomidi eleluleka ngocwaningo lwezokuphepha ezimayini (i-SIMRAC)	Ku-website yeSIMRAC ku- www.simrac.co.za	Mahhala	Airina de Bruyn 011 358 0336 adebruyn@csir.co.za

³ Bheka iwebsite yethu ku : //www.csir.co.za/aboutus.html

SEPEDI**CSIR¹**

Mošupatsela ka ga mešomo wa Mokgatlo wa Bohle goba wa

Poraebete

le

**Tšhupane ya Direkoto tšeo di swerwego go ya ka dinyakwa tša
Molao wa Tšweletšopele ya Phihlelelo ya Tshedimošo (PROATIA)**

Molao wa 2 wa 2000, Karolo 14

Mohlankedi wa Tshedimošo
Presidente

Dr Sibusiso Sibisi

Telefomo: (012) 841 2429

Fekese: (012) 841 3549

Motlatšamohlankedi wa Tshedimošo

Mohumagadi Ilse Lombard

Telephomo: (012) 841 2286

Fekese: (012) 841 4724

e-mail: ilombard@csir.co.za

Aterese ya Mokgoba:

Scientia, Meiring Naude Ave

Pretoria

Aterese ya Poso

P O Box 395

Pretoria

0001

¹Khansela ya Dinyakišišo tša Mahlale le Di-Intaseteri

SEPEDI**Dikagare****CSIR² - Taolelo, Mešomo le Sebopego**

Tshedimošo/Direkoto tšeo di swerwego ke CSIR le gona e le tšeo di ka fihlelwago ke banyakišiši

SEPEDI**CSIR³ - Taolelo, Mešomo le Sebopego****Taolelo**

CSIR ke mokgatlo o mogologolo ka Afrika wa go dira dinyakišišo tša saense le tša theknolotši, gomme o di tsenya tirišong. E le mokgatlo wo o hlamilwego bjalo ka Khansele ya Saense go ya ka Molao wa Palamente, CSIR e šoma go ya ka taolelo ye e latelago:

"Kgahlegelong ya bosetšhaba, CSIR, ka dinyakišišo tše di laolwago le gona e le tša mafapha a mantši le mpshafatšo ya theknolotši, e swanetše go tšweletša pele tlhabollo ya intaseteri le saense, ka boyona goba ka go dirišana le mekgatlo ya setšhaba le ya poraebete, go ba le kabelo kaonefatšong ya boleng bja lephelo la batho ba Afrika Borwa".

Mešomo le Maikemišetšo

Mellwaneng ya taolelo ya rena, CSIR e hwetša tsebo le theknolotši le go di hlabolla, e le tše di re kgontšhago go fana ka ditharollo tša theknolotši le tshedimošo, go hloma mešomo le go ngwadišwa ga bokgoni bja tša mahlale (*intellectual property*). Re thekga tlhabollo ye e tšweletšegago pele le kgolo ya ekonomi go ya ka dikgetho tša bosetšhaba tša naga ya rena le ditlhotlo tša lefase.

Nepo ya peeletšo ya rena ya Thušo ya Palamente ke Lenaneo la Bosetšhaba la Mpshafatšo le dikgetho tša mmušo tše di le tlaleletšago.

Morero wa CSIR o amogela gore ditlhoaho tša lefase di thomile go ba ditlhoaho tša rena, gore dikamano le badiršane ba rena, badirelwa le beng-karolo, ke selo se tee le katlego ya rena, le gore go ngwadišwe bokgoni bja tša mahlale le go hloma mešomo, ke dilema tše bohlokwa tša kgolo ya ka moso.

Leano la go šoma la CSIR ke go potlakiša phetogo ya rena ya tlhago gore re be mokgatlo wo o hlokometšego kudu tlhabollo ya theknolotši, wo o nago le kabelo go Tswaiweng Leswa ga Afrika gomme o kgona go phadišana ditšhabatšhabeng mola e bile e le wa maleba seleteng sa rena.

Sebopego

CSIR e šoma bjalo ka koporasi ye e nago le dikgao tša kgwebo tše 8 tše di ikemetšego ka mo go sa felelago, gomme di lebantšwe makaleng a intaseteri ka mokgwa wo o latelago:

1. Go aga le kago
2. Tšhireletšo
3. Dijo, tša bayolotši le tša dikhemikhale
4. Tshedimošo le dikgokagano

SEPEDI

5. Materiale le go dira
6. Meepo
7. Thwalo le ditsela
8. Meetse, tikologo le kagodikgwa

Godimo ga dikgao tše, re na le dihlopha tše di fetetšanago tša Mafapha, tše di lebeletšego

- Theknolotši ya dipapadi
- Thibelo ya bosenyi
- Theknolotši ya thabollo

Tshedimošo/direkoto tše di swerwego ke CSIR gomme di hwetšagala go banyakišiši.

Ge e dutše e šoma bjalo ka ge go hlalositšwe ka godimo, CSIR e kgoboketša direkoto tše di fapafapanego kudu. Tše dingwe tša tšona di hwetšagatšwa e le seo se swanetšego go direlwa banyakišiši, gomme tšona di ngwadilwe ka tlase.

Lenaneo le ga le akaretše direkoto tše di welago magorong a 3 ao a latelago (Dikarolo tša maleba tša molao di ngwadilwe ka mašakaneng):

1. Tshedimošo ye e abilwego goba ye e nyakwago legatong la sehlopha se sengwe sa boraro (Karolo ya 36 le 37)
2. Tshedimošo ye e amanago le di tiro tša kgwebo tše e lego tša CSIR go ya ka taolelo ya yona (Karolo ya 42)
3. Tshedimošo ya dinyakišišo ye e lego ya CSIR ka boyona (Karolo ya 43)

Taba ka kakaretšo	Mokgwa, mohlala, CD Rom, lefelo la inthanete	Mabaka a phihlelelo	Lefelo la go kopana (ka bomotho/ Kantorong/Moletlong)
Leanotshepedišo le taolo ya CSIR	Pego ya ngwaga-ka-ngwaga, kuranta goba lefelong la inthanete la CSIR www.csir.co.za	Ntle le tefelo	
Dipoelo tša dinyakišišo tše di thekgilwego ke Komiti-keletšo ya Dinyakišišo ka ga Polokego ka Meepong (SIMRAC)	Lefelong la Inthanete la SIMRAC www.simrac.co.za	Ntle le tefelo	Alrina de Bruyn 011 358 0336 adebruyne@csir.co.za

MINTEK MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT

(NO 2 OF 2000)

This manual has been compiled in compliance with the provisions of the above Act, and lists the records in the possession of Mintek.

INCWADI YEMINTEK

UKUTHUTHUKISWA KOMTHETHO WOKUTHOLA ULWAZI

(ONGUNOMBOLO 2 KA-2000)

Lencwadi iye yahlanganiswa ngokuvumelana namalungiselelo omthetho ongenhla, bese inikeza uhlu lwemibhalo egciniwe iMintek enayo.

BUKA YA MINTEK

HO ETSA HORE MOLAO WA BOITSEBISO O FINYELLWE

(NOM. 2 YA 2000)

Buka ena e ngotswe tumellanong le Molao o ka hodimo, mme e thathamisa ditlaleho tsa Mintek.

MINTEK MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT

(NO 2 OF 2000)

This manual has been compiled in compliance with the provisions of the above Act, and lists the records in the possession of Mintek.

MINTEK

A statutory body existing in terms of section 2(1) of the Mineral Technology Act, no 30 of 1989 as amended, with its principal place of business at 200 Hans Strijdom Drive, Randburg, South Africa.

FUNCTIONS OF MINTEK

Mintek undertakes research and development in the fields of mineral processing and metallurgical technology and fosters the establishment and expansion of small, medium, and large industries in the field of minerals and products derived from them.

Mintek Structure

Minister of Minerals and Energy
Phumzile Mlambo-Ngcuka

Mintek Board

Nohakha Moloi (Chairman), Paul Jourdan, Mzilikazi Khumalo, Claire Minnitt, Louisa Mojela, Phuti Ngoepe, Thibedi Ramontja, Zulmira Ramos, Sipho Shezi

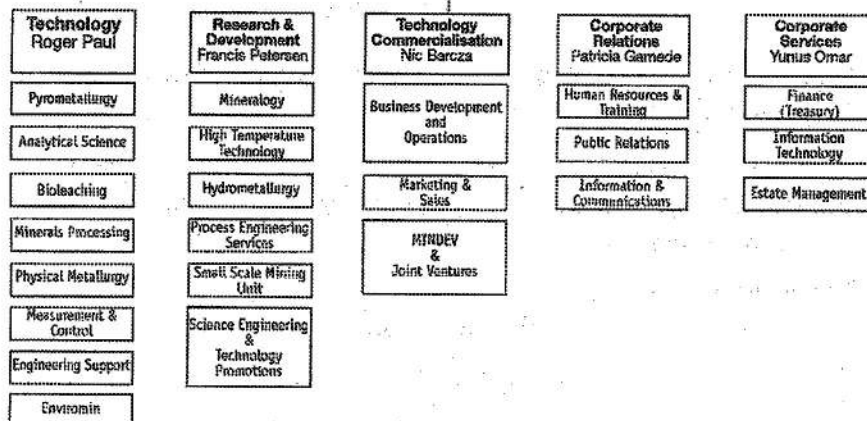
Mintek CEO
Paul Jourdan

Internal Audit

MESU

Mineral Economics

Mineral Strategies



Mintek's scientific and engineering divisions undertake product development and process design work, and provide a complete suite of consulting and testwork services to meet industry needs. Each division focuses on a specific technology area within the broad spectrum of metallurgy and minerals processing, although many projects require input from several areas of specialisation. In addition, Mintek's output activities are divided into programmes that are based largely on the major resource sectors, thus enhancing market orientation and focus.

CONTACT DETAILS [SECTION 14(1)(b)]

Information Officer	Head: Library
Address	: 200 Hans Strijdom Drive Randburg
Postal Address	: Private Bag X3015 Randburg 2125
Telephone	: (011) 709-4259
Telefax	: (011) 793-4122
E-mail	: info@mintek.co.za
Website	: http://www.mintek.co.za

THE SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 14(1)(c)]

The Human Rights Commission is required to produce a guide containing the information that may be reasonably required by a person who wishes to exercise any right contemplated in the Act.

The Commission may

be contacted at	: Private Bag 2700 Houghton 2041
Telephone	: (011) 484-8300
Telefax	: (011) 484-1360

RECORDS THAT MAY BE REQUESTED [SECTIONS 14(1)(d)]

DESCRIPTION OF THE SUBJECTS

Mintek's records are classified by the past and present divisions and cover the following areas:

Analytical Science

- Geological and metallurgical certified reference materials
- Fire assay
- Atomic absorption spectroscopy
- X-ray fluorescence spectroscopy
- Emission spectroscopy
- Mass spectroscopy
- Gamma ray spectroscopy
- Wet chemical analysis
- High performance liquid chromatography
- Rock, mineral and ore sample analysis

Biotechnology

- Bacterial oxidation
- Bioleaching.

Enviromin/Environmental

- Acid Rain analysis
- Air quality monitoring
- Cyanide waste water treatment
- Inorganic aqueous effluent treatment
- Metallurgical process dusts, slags and residues treatment
- Speciation of metals
- Mine drainage treatment
- Water purification
- Waste characterisation.

High Temperature Technology

- High temperature process development
- High temperature solid-state studies
- Phase equilibrium studies
- Performance investigations of refractory materials
- Investigation and development of alloys for high temperature investigations.

Hydrometallurgy

- Leaching
- Pressure leaching
- Precipitation
- Adsorption
- Solvent extraction
- Ion exchange
- Carbon-in-pulp (CIP)
- Resin-in-pulp (RIP)
- Carbon regeneration.

Instruments

- Data-logging
- Furnace control
- Milling control
- Multivariable control
- Computer control of industrial processes
- Instrument evaluation
- Instrument development and improvement.

Measurement and Control

- Cyanide monitoring
- Carbon activity determination
- Milling circuit control and optimisation
- Measurement techniques for cyclones
- Submerged-arc-furnace control
- Flotation circuit control and optimisation

- Resistance and power control methods
- Sampling devices
- Process plant control and optimisation.

Mineralogy

- Sample preparation
- Sample characterisation
- Small scale mineral separations
- Electron microprobe and image analysis
- * Ore microscopy and photomicrography techniques.

Minerals Processing

- Flowsheet design and optimisation
- Crushing and grinding
- Dense media separation
- Classification
- Electrostatic techniques
- Magnetic techniques
- Gravity concentration
- Ultrafine grinding
- Circuit audits.

Ore-Dressing

- Physical ore beneficiation
- Comminution
- Gravity separation
- Flotation
- Magnetic separation
- Electrostatic separation
- Particle-size analysis.

Physical Metallurgy

- Cost-effective alloy development
- Novel jewellery alloy development
- Cost-effective low-alloy stainless steels

- High-performance PGM-based superalloys
- 'Smart' materials based on phase transformations
- New industrial uses for gold
- Materials selection
- Corrosion testing
- Wear and tear testing
- Failure investigations
- Granulation technology

Process Chemistry

- Electrochemistry
- Flotation chemistry
- Ion exchange
- Solvent extraction.

Pyrometallurgy

- Preheating.
- Prereduction.
- Fuming and condensing.
- DC-arc technology.
- Ilmenite smelting.
- Ferronickel production from laterites.
- Cobalt-copper recovery from slags.
- Zinc recovery from slags and residues.
- Ferro-alloy recovery from steel-plant dusts.
- Matte and alloy smelting of low-sulphide high-chromium PGM concentrates.

Techno-economics/Mineral Economics and Costing

- Economic assessment of metallurgical processes
- Feasibility studies
- Eco-techno-economic process routes synthesis
- Regional mineral-based development studies.

Metals and Minerals

Aluminium

Chromium

Cobalt

Copper

Gold

Magnesium

Manganese

Nickel

Platinum Group Metals

Nickel

Titanium

Uranium

Zinc

Ferro-alloys

Stainless Steels

Chromite

Ilmenite

Laterite

Magnetite

Refractory Ores

Base Minerals

Industrial Minerals

**DOCUMENTS COVERING THE FORMER TOPICS
THAT MAY BE REQUESTED**

- Reports
- Papers that have been published in journals or given at symposia
- Patents
- Special Publications
- Executive Comments
- Minerals Industry Overviews

- Mintek Communications
- Mintek Bulletin - a technical news bulletin
- Eyethu - a people's news bulletin
- Mintek News - an internal news bulletin
- Annual Review - an annual report
- Mintek in Brief - a short guide to Mintek.

LIBRARY

Mintek's Library consists of a collection of works on mineral processing and metallurgy and related disciplines. Persons wishing to make use of the facilities may do so, but access is strictly by arrangement only. The costs that are incurred will be for the account of the user.

WEBPAGE

Mintek's WebPage (www.mintek.co.za) is accessible to anyone that has access to the Internet. Mintek's WebPage has the following categories:

- About Mintek
- News
- Technologies
- Mintek Information Services
- Annual Review.

REQUEST FOR ACCESS TO DOCUMENTS

A requester for access to any document or record must supply the following information:

- Indication if the request is for a copy of the item or access to come in and look at the record
- Particulars of the requester including a postal or telefax address
- Particulars of the items requested
- Proof of the capacity of the requester, if the request is made on behalf of some other person.

The prescribed fees will be charged for all document requests. In addition, the prescribed fees for copying and access will be charged.

Requests should be made to:

Head: Library

Mintek Library

Private Bag X3015

Randburg

2125

Telephone : (011) 709-4259

Telefax : (011) 793-4122

E-mail : info@mintek.co.za

SERVICES AVAILABLE [SECTION 14(1)(F)]

ZENZELE CENTRE

Assists artisanal and small-scale miners to assess deposits, draw up business plans, source equipment and develop processes to get their operations started.

SMALL SCALE MINING UNIT

Offers a technical service to all small-scale miners by developing appropriate technology for the beneficiation of minerals and providing training and support.

ENVIROMIN DIVISION

Provides environmental technologies to the mineral, metallurgical and metal industry.

MINERAL ECONOMICS AND STRATEGIES UNIT

Undertakes regional studies on mineral-based development and of socio-economically important beneficiation projects.

CONFERENCE AND EVENTS MANAGEMENT

Provides a comprehensive secretariat, flexibility in conferencing, and exhibition areas.

Where applicable the prescribed fees will be charged for the above services.

HOW TO GAIN ACCESS TO THESE SERVICES

Zenzele Centre - Telephone: (011) 709-4429

Small Scale Mining Unit - Telephone: (011) 709-4445

Enviromin Services - Telephone: (011) 709-4061

Mineral Economics and Strategies Unit - Telephone: (011) 709-4724

Conference Services - Telephone: (011) 709-4255/4321

Information Centre - Telephone (011) 709-4259

Mintek Switchboard - Telephone: (011) 709-4111

Mintek Main Telefax Number: (011) 793-2413

Postal Address: Private Bag X3015
Randburg
2125

Street Address: 200 Hans Strijdom Drive
Randburg

INCWADI YEMINTEK

UKUTHUTHUKISWA KOMTHETHO WOKUTHOLA ULWAZI

(ONGUNOMBOLO 2 KA-2000)

Lencwadi iye yahlanganiswa ngokuvumelana namalungiselelo omthetho ongenhla, bese inikeza uhlu lwemibhalo egciniwe iMintek enayo.

IMINTEK

Isigungu esiyishaya-mthetho esikhona ngokuvumelana nengxenywe 2(1) woMthetho Wezobuchwepheshe Bezinto Ezimbiwa Phansi, ongunombolo 30 njengoba uchitshiyelwe, esindawo yaso eyinhloko yebhizinisi iku-200 Hans Strijdom Drive, eRandburg, eNingizimu Afrika.

IMISEBENZI YEMINTEK

IMintek yenza ucwaningo nokuthuthukiswa emikhakheni yokulungiselela okumbiwa phansi nobuchwepheshe besayensi ephathelene nokusansimbi kanye nokuthuthukisa ukumiswa nokukhula kwezimboni ezincane, eziphakathi, nezinkulu emkhakheni wezinto ezimbiwa phansi nemikhiqizo eyenziwe ngazo.

Isakhiwo SeMintek

UNGqongqoshe Wezinto Ezimbiwa Phansi Namandla

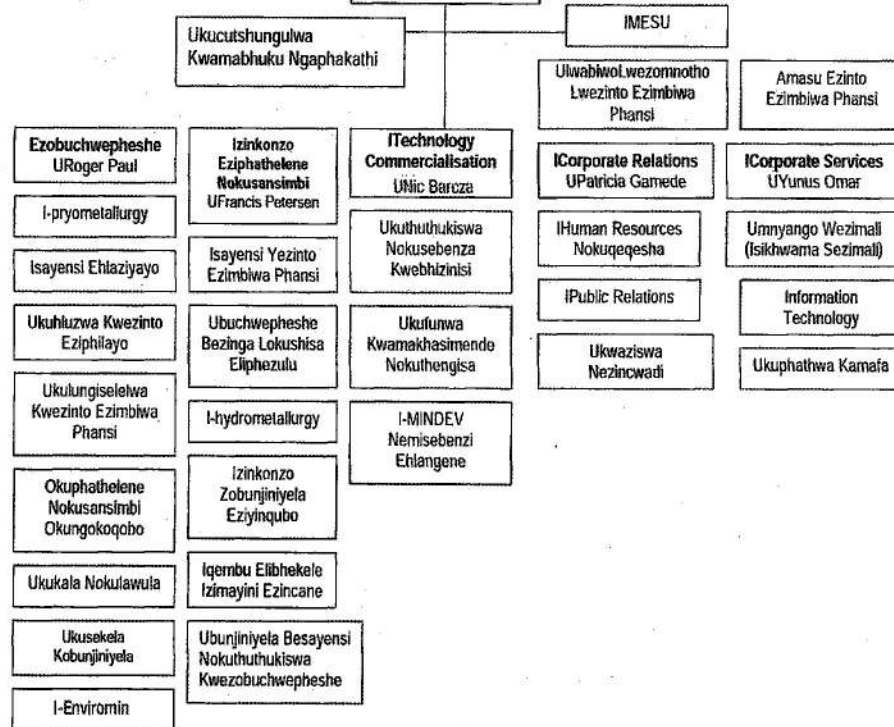
UPhumzile Mlambo-Ngcuka

IBhodi YakwaMintek

UNchakha Moloi (uSihlalo), uPaul Jourdan, uMzilikazi Khumalo, uClaire Minniti, uLouisa
Mojela, uPhuti Ngoepe, uZulu W
Ntuli, uThibedi Ramontja, uZulmira Ramos, uSipho Shezi

ICEO yakwaMintek

UPaul Jourdan



Izingxenywe zeMintek zezesayensi nezobunjiniyela zithuthukisa umkhqiqizo futhi zilungise umsebenzi wokuklama, futhi zinikeze izeluleko zobuchwepheshe ezibumbene zaphelala nemisebenzi yokuhlunga ukuze kufezeke izidingo zemboni. Ingxenywe ngayinye igxila endaweni ethile yobuchwepheshe emkhakheni wesayensi ephathelene nokusansimbi nokulungiselelwa kwezinto ezimbiwa phansi, nakuba imisebenzi eminingi idinga iqhaza labanye ochwepheshe kweminye imikhakha eminingana. Ngaphezu kwalokho, imisebenzi eminingi iMintek eyikhiphayo ihlukaniswe yaba yizinhlelo ezisekelwe ikakhulukazi ezingxenyeni ezinkulu zamandla, ngenxa yalokho ithuthukisa ubudlelwano nokugxila kumakethe (market).

IMINININGWANE YALOWO ONGASE ATHINTWE [INGXENYE 14 (1)(b)]

Umphathi Wezokwaziswa	:	Ophethe: uMtapo Wolwazi (Library)
Ikheli	:	200 Hans Strjdom Drive Randburg
Ikheli Leposi	:	Private Bag X3015 Randburg 2125
Inombolo yocingo	:	(011) 709 4259
Inombolo yefax	:	(011) 793 4122
E-mail	:	info@mintek.co.za
Website	:	http://www.mintek.co.za

INGXENYE 10 IBONISA INDLELA YOKUSEBENZISA UMTHETHO [INGXENYE 14(1)(c)]

IKhomishana Yamalungelo Abantu kufuneka inikeze umqondo oqukethe ulwazi olungase ludingwe ngokusesilinganisweni ngumuntu ofuna ukusebenzisa noma yiliphi ilungelo elithintwe kuloMthetho.

Ikhomishana ingase	:	Private Bag 2700
ithintwe lapha	:	Houghton 2041
Ucingo	:	(011) 484 8300
Ifax	:	(011) 484 1360

IMIBHALO EGCINIWE ENGASE ICELWE [IZINGXENYE 14(1)(d)]

UKUCHAZWA KWEZIFUNDO

Imibhalo egciniwe yeMintek ihlukaniswa ngezigaba zesikhathi esidlule nezamanje futhi ihlanganisa izindawo ezilandelayo:

Isayensi Ehlaziyayo

- Izinto zokufunda eziqinisekisiwe zesayensi yokuma komhlaba nesayensi ephathelene nokusansimbi
- Ukuhlolwa kobungako bomlilo
- I-atomic absorption spectroscopy
- I X-ray fluorescence spectroscopy
- I-emission spectroscopy
- I-mass spectroscopy
- I-gamma ray spectroscopy
- Ukuhlaziywa kwamakhemikhali asemanzi
- I-high performance liquid chromatography
- Ukuhlaziywa kwamasampula edwala, okumbiwa phansi kanye ne-ore.

Ubuchwepheshe Bezinto Eziphilayo

- I-bacterial oxidation
- Ukuhluzwa kwezinto eziphilayo.

I-Enviromin/Environmental

- Ukuhlaziywa kwemvula ene-asidi
- Ukuqashelwa kwezinga lomoya
- Ukwelashwa kwamanzi kukhishwa udoti we-cyanide
- Ukwelashwa kwamanzi agobhozayo ngezinto ezingaphili
- Ukuhlanzwa kokusansimbi othulini, kudoti osele kuyi-ore, nasezinsaleleni
- Ukwakheka kwezinhlobo ezintsha zensimbi
- Ukuhlanzwa ngemithi kwezitamkoko zasemayini
- Ukuhlanzwa kwamanzi
- Ukwenza udoti uphawuleke kalula.

- Ukwenziwa kwenqubo yezinga lokushisa eliphezulu
- Izifundo zezinga lokushisa eliphezulu lapho lisesimweni sezinto eziqinile
- Izifundo zesigaba lapho izinto zilingana khona
- Ucwangingo lokusebenza kwezinto ezisebenza kanzima
- Ucwangingo nokwenziwa kwensimbi exutshiwe (alloy) kwenzelwa ucwangingo lezinga lokushisa eliphezulu.

I-hydrometallurgy

- Ukuhluzwa
- Ukuhluzwa kusetshenziswa umfutho
- Inqubo yokushintsha kwesimo sibe ngesishubile
- I-absorption
- Ukukhishwa kwezinto ezincibilikayo
- Ukushintshwa kwe-ion
- I Carbon-in-pulp (CIP)
- I Resin-in-pulp (RIP)
- Ukwakheka kabusha kwe-carbon.

Amathuluzi

- Ukubhalwa kwe-data
- Ukulawulwa kweziko lomlilo
- Ukulawulwa kwezigayo
- Ukulawula izinto ezishintshashintsha kaningi
- Ukulawula kwama-computer izinqubo zezimboni
- Ukuhlolwa kwamathuluzi
- Ukwenziwa nokuthuthukiswa kwamathuluzi.

Ukukala Nokulawula

- Ukuqashelwa kwe-cyanide
- Ukuthola indlela i-carbon esebenza ngayo
- Ukulawulwa kwezigayo nokuzisebenzisa ngokugcwele
- Amasu okukala iziphepho
- Ukulawulwa kweziko lomlilo (submerged-arc-furnace)

- Ukulawulwa kokuhlukaniswa kwezakhi ze-ore nokukusebenzisa ngokugcwele
- Izindlela zokulawula amandla kanye nekhono lokumelana nezinye izinto
- Izinto zokuthatha amasampula
- Inqubo yokulawula ifektri nokuyisebenzisa ngokugcwele.

Isayensi Yezinto Ezimbiwa Phansi

- Ukulungiselelwa kwamasampula
- Ukwenza amasampula aphawuleke kalula
- Ukuhlukaniswa kwezinto ezimbiwa phansi ngezanga elincane
- I-electron microprobe nokuhlaziya kwemifanekiso
- Ukuhlolwa kwe-ore ngesibonakhulu namasu okuthatha imifanekiso ngezibonakhulu.

Ukulungiselelwa Kwezinto Ezimbiwa Phansi

- Ukuklanywa kwephepha lendlela yokusebenza nokulisebenzisa ngokugcwele
- Ukufahlaza nokugaya
- Ukuhlukanisa izinto eziminyene
- Ukuhlukanisa ngokwezigaba
- Amasu e-electrostat
- Amasu kazibuthe
- Lapho kugxile khona amandla adonsela phansi
- Ukugayisisa
- Ukuhlaziya Okuhleliwe Kwendawo Ethile

Ukulungiselelwa Kwe-ore

- Ukuzuzisa okungokoqobo kwe-ore
- Ukuhlukanisa ibe yizingxenye ezincane
- Ukuhlukanisa i-gravity
- Ukuhlukaniswa kwezakhi ze-ore
- Ukuhlukaniswa kukazibuthe
- Ukuhlukaniswa kwe-electrostat
- Ukuhlaziya kwezinhlayiya ezincane.

Okuphathelene Nokusansimbi Okungokoqobo

- Ukwenziwa kwensimbi exutshiwe engabizi
- Ukwenziwa kwensimbi yokwenza izinto zokuhloba engakaze yaziwe
- Ama-stainless steel anensimbi encane exutshiwe engabizi
- Izinsimbi ezixutshiwe ezinkulu (superalloy) ezisebenza ngezinga eliphezulu ezisekelwe kuyiPGM
- Izinto ezisetshenziwayo 'ezihlakaniphile' ezisekelwe ekushintsheni kwezigaba
- Ukusetshenziswa okusha kwegolide ezimbonini
- Ukukhethwa kwezinto ezisetshenziwayo
- Ukuhlolwa kokudleka kwensimbi
- Ukuhlolwa kokuguga
- Ucwangingo ngokuhluleka
- Ubuchwepheshe bokwakheka kwezinhlayiya (granules)

Ubuchwepheshe Bamakhemikhali Obuyinqubo

- Ikhemistri yokuhlobana kukagesi namakhemikhali
- Ikhemistri yokuhlukaniswa kwezakhi ze-ore
- Ukushintsha kwe-Ion
- Ukukhishwa kwezinto ezincibilikayo.

I-pyrometallurgy (Okuphathelene Nokusansimbi Okuhilela Umlilo)

- Ukushisha kusengaphambili
- Ukunciphisa kusengaphambili
- Ukukhipha umusi nokushubisa
- Ubuchwepheshe be DC-arc
- Ukuncibilikisa i-ore nge-ilmenite
- Ukukhiqizwa kwe-ferronickel kusetshenziswa ubumba okuthiwa yi-laterite.
- Ukwenziwa kwethusi le-cobalt livela kumanyela (slags)
- Ukwenziwa kwe-zinc ngamanyela noma izinsalela
- Ukwenziwa kwensimbi exutshiwe (ferro-alloy) ngempuphu esalela endaweni okusetshenzwa kuyo ngensimbi
- Ukuncibilikiswa kwe-matte nensimbi exutshiwe yezingxube zePGM ezine-sulphide ephansi ne-chromium ephezulu.

Ezobuchwepheshe Nezomnotho/Ezomnotho Zezinto Ezimbiwa Phansi Nezindleko

- Ukuhlaziywa kwezomnotho kwezinqubo eziphathelele nezinto ezenziwe ngensimbi
- Ukuhlola kokufaneleka komsebenzi
- Iqoqo lemibono yezindlela zenqubo yokuhlobana kwezinto nendawo ezungezile-ezobuchwepheshe-nezomnotho
- Ukuhlola kokuthuthukisa okusekelwe ezintweni ezimbiwa phansi okwenziwa ezindaweni ngezindawo.

Izinsimbi Nezinto Ezimbiwa Phansi

I-Aluminium

I-Chromium

I-Cobalt

Ithusi

Igolide

I-Magnesium

I-Manganese

I-Nickel

Iqoqo Lezinsimbi Ze-platinum

I-Nickel

I-Titanium

I-Uranium

I-Zinc

Ama-ferro-alloy

Ama-stainless steel

I-Chromite

I-Ilmenite

I-Laterite

I-Magnetite

Ama-Ore Aqinile

Izinto Ezimbiwa Phansi Eziyisisekelo

Izinto Ezimbiwa Phansi Ezisebenza Ezimbonini

IZINCWADI EZIKHULUMA NGEZIHLOKO ZANGAPHAMBILI EZINGASE ZICELWE

- Imibiko
- Amaphepha aye anyatheliswa komagazini noma kwakhulunywa ngawo lapho kunezinkomfa
- Amalungelo obunikazi
- Izincwadi ezikhethekile
- Okuphawulwe Abaphathi
- Ukuhlola Okwenziwa Yizimboni Zezinto Ezimbiwa Phansi
- IMintek Communications
- IMintek Bulletin - umbiko wezindaba zobuchwepheshe
- I-Eyethu - umbiko wezindaba wabantu
- I-Annual Review - umbiko waminyaka yonke
- IMintek in Brief - isiqondiso esifushane ngeMintek

UMTAPO WEZINCWADI

uMtapo wezincwadi wase-Mintek uneqoqo lezincwadi ezikhuluma ngokulungiselelwa kwezinto ezimbiwa phansi nezinto eziphathelene nensimbi nokuziphatha okuhlobene nakho. Abantu abafisa ukuyisebenzisa bangenza kanjalo, kodwa kumelwe bahlele kusengaphambili ukuze bavunyelwe ukungena. Izindleko eziba khona ziyokhokhelwa ngumuntu ngokwakhe.

I-WEBPAGE

I-WebPage yakwaMintek (www.mintek.co.za) lingafinyelelwa yinoma ubani one-Internet. I-WebPage yakwaMintek inezigaba ezilandelayo:

- About Mintek (Okuphathelene neMintek)
- News (Izindaba)
- Technologies (Ezobuchwepheshe)
- Mintek Information Services (Iminyango Yokwaziswa YakwaMintek)
- Annual Review (Ukubukezwa Kwaminyaka Yonke)

ISICELO SOKUFINYELELA UKWAZISWA

Umuntu ocela ukuthola noma iyiphi incwadi noma umbhalo ogciniwe kumelwe aveze ukwaziswa okulandelayo:

- Abonise ukuthi isicelo singesokuthola ikhophi yaleyonto ayifunayo noma ukuthi singesokuza azobona lowo mbhalo ogciniwe.

- Imininingwane yomuntu owenze isicelo kuhlenganise nekheli leposi noma ucingo nefax.
- Imininingwane yento efunekayo.
- Ubufakazi besikhundla salowo owenza isicelo, uma isicelo senzela umuntu othile.

Izindleko ezibekiwe ziyobizwa kuzo zonke izincwadi eziceliwe. Ngaphezu kwalokho, kukhona izindleko ezimisiwe zokwenza amakhophi nokungena e-library.

Izicelo kumelwe ziqondiswe lapha:

Head: Library
Mintek Library
Private Bag X3015
Randburg
2125

Ucingo : (011) 709 4259
Ifax : (011) 793 4122
I-e-mail : info@mintek.co.za

IZINKONZO EZITHOLAKAYO [INGXENYE 14(1)(F)]

IZENZELE CENTRE

Sisiza abasebenza emayini abenza imisebenzi yobuchwepheshe nabasebenza ngezinga elincane ukuba bahlaziye imigodi, babhale amapulani ebhizinisi, bathole imishini futhi basungule izinqubo zokuqalisa imisebenzi yabo.

IQEMBU ELIBHEKELE IZIMAYINI EZINCANE

Inikeza usizo lobuchwepheshe kubantu abenza imisebenzi yezimayini emincane ngokusungula ubuchwepheshe obufanele ngokwenzuzo yezinto ezimbiwa phansi nangokubaqeqesha nokubasekela.

YANGO WE-ENVIROMIN

Unikezela ngobuchwepheshe bendawo ezungezile embonini yezinto ezimbiwa phansi, yezinto eziphathelele nensimbi kanye nasembonini yensimbi uqobo.

IQEMBU LOLWABIWO LWEZOMNOTHO LWEZINTO EZIMBIWA PHANSI NELAMASU

Lenza izifundo zezifunda ngokuphathelele nentuthuko yezinto ezimbiwa phansi kanye nemisebenzi ebalulekile ekuzuziseni umphakathi ngokomnotho.

ABAPHATHI BEMIHLANGANO KANYE NOKWENZIWAYO

Balungiselela umsebenzi obanzi owenziwa ngonobhala, benze ukubanjwa kwemihlangano kuvumelane nezimo ezahlukahlukene, balungiselele nezindawo zokwenza imibukiso.

Lapho kudingeka khona, kubizwa imali ethile emisiwe ngalezi zinkonzo ezinhle.

INDLELA YOKUFINYELELA KULEZI ZINKONZO

IZenzele Centre - Ucingo: (011) 709-4429

Iqembu Elibhekele Izimayini Ezincane - Ucingo: (011) 709-4445

Izinkonzo Ze-Enviromin - Ucingo: (011) 709-4061

Iqembu Lolwabiwo Lwezomnotho Lwezinto Ezimbiwa Phansi Nelamasu -
Ucingo: (011) 709-4724

Izinkonzo Zemihlangano - Ucingo: (011) 709-4255/4231

I-switchboard yaseMintek - Ucingo: (011) 709-4111

Inombolo Eyinhloko YeTelefax YaseMintek - (011) 793-2413

Ikheli laseposini : Private Bag X3015
Randburg
2125

Ikheli lomgwaqo : 200 Hans Strijdom Drive
Randburg

BUKA YA MINTEK

HO ETSA HORE MOLAO WA BOITSEBISO O FINYELLWE

(NOM. 2 YA 2000)

Buka ena e ngotswe tumellanong le Molao o ka hodimo, mme
e thathamisa ditlaleho tsa Mintek.

MINTEK

Lekgotla la molao tumellanong le karolo 2(1) ya Molao wa Teknoloji ya Diminirale, nom. 30 wa 1989 kamoo o fetotsweng kateng, mme mehaho ya yona e meholo ya kgwebo e 200 Hans Strijdom Drive, Randburg, South Africa.

MESEBETSI YA MINTEK

Mintek e etsa diphuputso le ntshetso-pele makaleng a tlhahiso ya diminirale le teknoloji ya ho qhibilihiswa ha tshepe le ho tshehetsa ho hlongwa le ho atoloswa ha diindasteri tse nyenyane, tse mahareng, le tse kgolo makaleng a tlhahiso ya diminirale le thepeng e fumanwang ho tsona.

SEBOPEHO SA MINTEK

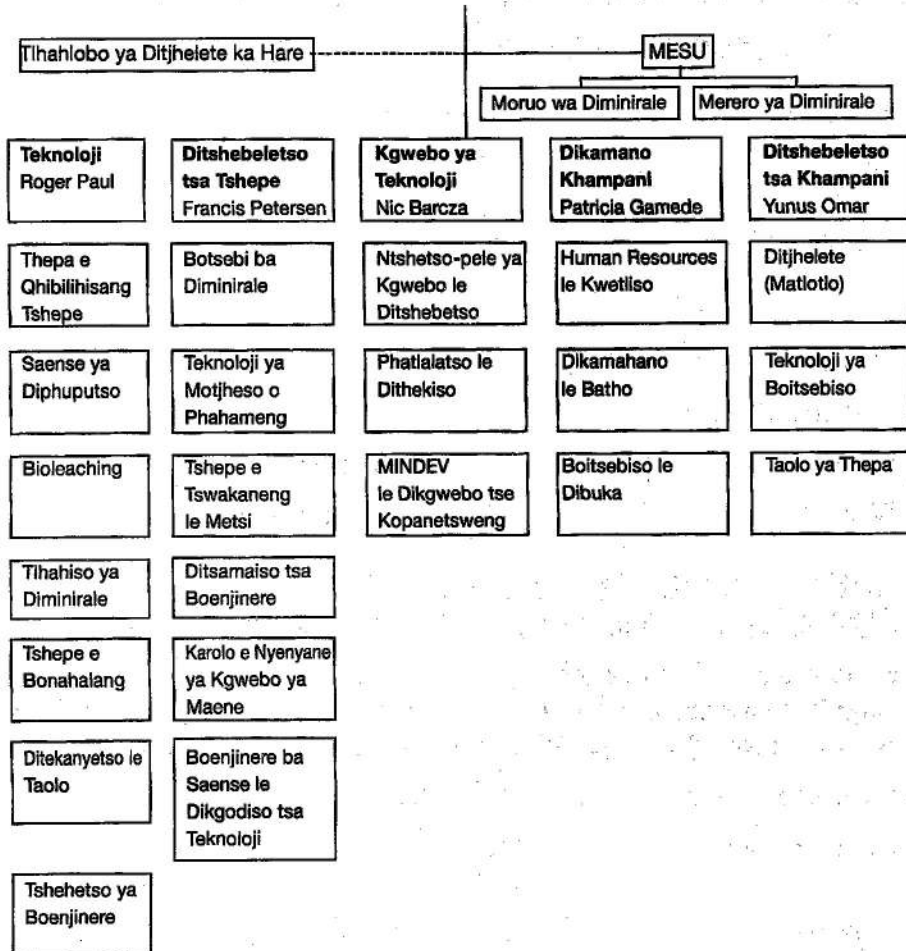
Letona la Diminirale le Matla
Phumzile Mlambo-Ngcuka

Lekgotla la Mintek

Nchakha (Modula-setulo), Paul Jourdan, Mzilikazi Khumalo, Claire Minnitt, Louisa Mojela, Phuti Ngoepe, Zulu Ntuli, Thibedi Ramontja, Zulmira Ramos, Sipho Shezi

Mookamedi wa Mintek

Paul Jourdan



Mafapha a saense le boenjineri a Mintek a nkile boikarabelo ba ho hodisa le ho etsa mosebetsi wa dipolane tsa tlhahiso, le ho fana ka boeletsi bo loketseng le ditshebetso tsa diteko tse kgahlanetsanang le ditlhoko tsa diindasteri. Lefapha ka leng le tsepamisitse tlhokomelo ya lona karolong e kgethehileng ya teknoloji ditlhahisong tse sa tshwaneng tsa tshepe e qhibihilisitsweng le diminerale, le hoja diprojeke tse ngata di hloka boitsebiso bo tswang mafapeng a mangata a etsang mosebetsi e kgethehileng. Ho phaella moo, mosebetsi e hlahiswang ke Mintek e arotswe ka mananeo a theilweng haholo mafapheng a maholo a tlhahiso, ka hona ho hodisa tsebo ya dimmaraka le tlhokomelo.

BOITSEBISO BA KAMAHANO [KAROLO 14(1)(b)]

Ofisiri ya Boitsebiso : Head: Library
Aterese : 200 Hans Strijdom Drive
Randburg
Aterese ya Poso : Private Bag X3015
Randburg
2125
Thelefomo : (011) 709-4259
Thelefomo/Fekese : (011) 793-4122
E-mail : info@mintek.co.za
Website : <http://www.mintek.co.za>

KAROLO 10 YA TATAISO KAMOO HO KA SEBEDISWANG MOLAO ONA [KAROLO 14(1)(c)]

Ho lebeleletswe hore Komishini ya Ditokelo tsa Batho e fane ka tataiso e nang le boitsebiso boo ka ho utlwahalang bo ka hlokwang ke motho ya batlang ho sebedisa tokelo leha e le efe e tshohlilweng Molaong ona.

Ho ka iteanywa le : Private Bag 2700
Komishini mona : Houghton
2041
Thelefomo : (011) 484-8300
Thelefomo/Fekese : (011) 484-1360

DITLAEHO TSE KA KOPUWANG [DIKAROLO 14(1)(d)]**TLHALOSO YA DIHLOOHO**

Ditlaeleho tsa Mintek di behilwe ka dihlopha tsa nakong e fetileng le ya hona jwale dikarolong tse latelang:

Diphuputso tsa Saense

- Ditshupiso tse netefaditsweng tsa sebaka le tsa tshepe e qhibilihisitsweng
- Ho hlwekisa ka ho qhibilihiswa
- Ho monngwa ha mahlasedi a atomiki
- Mahlasedi a lesedi a X-ray
- Ho ntshuwa ha mahlasedi
- Boholo ba mahlasedi
- Mahlasedi a gamma
- Phuputso ya dikhemikhale tse metsi
- Botsebi ba tshebetso e phahameng ya mekedi-kedi e nang le mmala
- Diphuputso tsa disampole tsa majwe, diminirale le tshepe.

Teknoloji ya Dintho tse Phelang

- Oksijini e tswakanang le baktheria
- Ho qhitsa ha mokedi-kedi o nang le diphedi (bioleaching).

Tikoloho

- Diphuputso tsa pula ya asiti
- Ho hlokomela boleng ba moya
- Ho hlwekiswa ha metsi a lahluweng a nang le tjhefo
- Ho hlwekiswa ha dintho tse ntshuwang tse mokedi-kedi tse se nang letho le phelang
- Ho hlwekiswa ha lerole tlhahisong ya tshepe le dintho tse ding tse salang
- Ho hlophiswa ha ditshepe
- Ho hlwekiswa ha diforo tsa metsi tsa dimaene
- Ho hlwekiswa ha metsi
- Ho hlophiswa ha dilahlwa.

Teknoloji ya Motjheso o Phahameng

- Ho ntshetsa pele tlhahiso ya motjheso o phahameng
- Ditlhalobo tsa thepa e tšileng motjhesong o phahameng
- Ditlhalobo tsa mokgahlelo o leka-lekanyang
- Diphuputso tsa thepa e sa qhibiliheng
- Diphuputso le ntshetso-pele ya tshepe bakeng sa diteko tsa motjheso o phahameng.

Tshepe e Tswakaneng le Metsi

- Metsi a qhitsang
- Kgatello ya metsi a qhitsang
- Ho qhitsa
- Ho monngwa
- Ho monngwa ha seqhibilihi
- Ho fetolwa ha ione
- Carbon-in-pulp (CIP)
- Resin-in-pulp (RIP)
- Tlhahiso hape ya carbon.

Dikofuto

- Ho bokellwa ha boitsebiso
- Ho laolwa ha onto
- Ho laolwa ha sebaka seo ho qhibihiswang ho sona
- Taolo ya mefuta e sa tshwaneng
- Taolo ya dikomputa ya tlhahiso e etswang ke diindasteri
- Ho hlahlojwa ha dikofuto
- Ho etswa le ho ntlafatswa ha dikofuto.

Ditekanyetso le Taolo

- Ho beha cyanide leihlo
- Ho lekanya tshebetso ya carbon
- Taolo ya tshilo le tlhahiso e phahameng
- Mekgwa ya ho lekanya di-cyclone
- Ho laola onto e ka tlase.

- Ho laola tsamaiso ya dintho tse phophomang le tlhahiso e phahameng
- Mekgwa ya ho laola thibelo le matla
- Metjhini ya disampole
- Polante ya tlhahiso le tlhahiso e phahameng.

Diminirale

- Disampole tsa tokisetso
- Disampole tsa sebopeho
- Ho arola diminirale ka dihlopha tse nyenyane
- Ho hlahloba di-elektrone le ho hlahloba ditshwantsho
- Kofuto ya ho hlahloba mahlasedi a monngwang ke tshepe le kofuto ya ho tshwantsha dintho tse nyenyane haholo.

Tlhahiso ya Diminirale

- Dipolane tsa phallo le tlhahiso e kgolo
- Ho thuha le ho sila
- Ho arola sehlahiswa
- Tlhophiso
- Mekgwa ya di-elektrostatiki
- Mekgwa ya di-maknete
- Ho tota ha matla a hulelang fatshe
- Tshilo e kenelletse
- Ho bala ditsamaiso.

Ho Lokisa Tshepe bakeng sa Tshebediso

- Molemo wa tshepe
- Ho thuha dikotwana
- Ho arola matla a hulelang fatshe
- Ho phophoma
- Ho arola maknete
- Ho arola eletrostate
- Ho hlahloba boholo ba dikotwana.

Tshepe e Bonahalang

- Ho ntshetswa pele ha tshepe ya alloye e sa bitseng haholo
- Ho ntshetswa pele ha majwana a bohlokwa a alloye
- Tshepe ya alloye e sa ruseng e sa bitseng haholo
- Tlhahiso e phahameng e theilweng tshepeng ya alloye ya boleng bo phahameng
- Thepa 'e ntle' e theilweng diphetohong
- Tshebediso e ntjha ya gauta diindastering
- Ho kgethwa ha thepa
- Ho hlahloba ho rusa
- Ho hlahloba ho senyeha ha thepa
- Ho hlahloba ho hloleha
- Teknoloji ya majwana.

Tshebetso ya Khemisteri

- Khemisteri ya di-elektroniki
- Khemisteri ya dintho tse phophomang
- Ho fetolwa ha ione
- Ho monngwa ha seqhibilihisi.

Thepa e Qhibilihisang Tshepe

- Ho tjhesa esale pele
- Ho fokotsa esale pele
- Ho phophoma le ho batisa
- Teknoloji ya DC arc
- Ho qhibilihisa ilmenite
- Ho hlahisa ferronikele ka di-laterite
- Ho ntsha koporo ya cobalt tshepeng e setseng
- Ho ntsha zinki tshepeng e setseng le dinthong tse setseng
- Ho ntsha tshepe ya alloye ya feronikele leroleng la polante ya tshepe
- Ho qhibilihiswa ha matte le alloye ke thepa ya PGM ya sulfata e tlase le kromiune e phahameng.

Moruo le Teknoloji/Moruo le Diminirale le Ditefello

- Tlhahlobo ya moruo ya tlhahiso ya tshepe
- Diphuputso ka kgonahalo
- Ditsela tsa ho kopanya dintho tlhahisong e amang teknioloji le moruo
- Diphuputso tsa sebaka tsa ntshetso-pele ya diminirale.

Ditshepe le Diminirale

Aluminium

Chromium

Cobalt

Koporo

Gauta

Magnesium

Manganese

Nickel

Sehlopha sa Platinum ya Ditshepe

Nickel

Titanium

Uranium

Zinki

Ferro-dialloye

Stainless Steel

Chromite

Ilmenite

Laterite

Magnetite

Ditshepe tse Monngweng

Diminirale

Diminirale tsa Diindasteri

DITOKOMANE TSE AKARELLETSANG DIHLOOHO TSE BOLETSWENG PELE TSE KA KOPUWANG

- Ditlaleho
- Dipampiri tse hatisitsweng kapa tse fanweng dibokeng
- Mangolo a tshwanelo ya boqapi
- Dibuka tse Kgethehileng
- Dihlaloso tse mabapi le Botsamaisi
- Dikakaretso tsa Diindasteri tsa Diminirale
- Ditsela tsa Dipuisano tsa Mintek
- Pampitshana ya Boitsebiso ya Mintek - pampitshana ya ditaba tse mabapi le botsebi
- Eyethu - pampitshana ya ditaba tsa batho
- Ditaba tsa Mintek - pampitshana ya ditaba tsa ka hare
- Kakaretso ya Selemo - tlaleleho ya selemo
- Kakaretso ya Dintlha ya Mintek - tataiso e kgutshwanyane ya Mintek

BOKGOBA PUKU

Bokgoba puku bja Mintek bo na le pokello ya dibuka tsa tlhahiso ya diminirale le ditshepe le ditlhahiso tse amanang le tsena. Batho ba ratang ho sebedisa sebaka sena ba lokolohile ho etsa jwalo, empa ho kenwa feela ka tokisetso e entsweng esale pele. Ditshenyehelo tse tla ameha di tla jariswa mosebedisi.

WEBPAGE

WebPage ya Mintek (www.mintek.co.za) e fumaneha ho motho e mong le e mong ya kgonang ho sebedisa Internet. WebPage ya Mintek e hlophisitswe ka tsela e latelang:

- Mabapi le Mintek
- Ditaba
- Diteknoji
- Boitsebiso bo mabapi le Ditshebeletso tsa Mintek
- Kakaretso ya Selemo

**KOPO YA HO TSEBA HO BULA LE HO BALA DITOKOMANE
TSENA**

Kopo ya ho tseba ho bula le ho bala tokomane leha e le efe kapa tialeho e tlameha ho akarelletsa boitsebiso bo latelang:

- Hlalosa haeba kopo e le bakeng sa kopi ya ntho e itseng kapa ho kgona ho bula le ho sheba tialeho e itseng
- Boitsebiso ba botho bo mabapi le mokopi ho akarelletsa le aterese ya poso kapa thelefono kapa fekse
- Boitsebiso bo mabapi le dintho tse kopuwang
- Bopaki ba maemo a mokopi, haeba kopo e etswa bakeng sa motho e mong.

Tefiso e behilweng e tla etswa bakeng sa ditokomane tsohle tse kopuwang. Ho ekelletsa moo, tefiso e behilweng e tla etswa bakeng sa ho kopitsa le ho kgona ho bula ditokomane tsena.

Dikopo di lokela ho romelwa ho:

Head: Library
Mintek Library
Private Bag X3015
Randburg
2125

Thelefomo : (011) 709-4259

Thelefomo/Fekese : (011) 793-4122

E-mail : info@mintek.co.za

**DITSHEBELETSO TSE FUMANEHANG [KAROLO
14(1)(F)]****ZENZELE CENTRE**

E thusa diithuti tsa dimaene le basebetsi ba qalang hore ba finyelle ditlhaliswa, ho ngola dipolane tsa mosebetsi, ho fumana thepa le ho ntshetsa pele lenaneo la ho qadisa ditshebetso tsa bona.

KAROLO YA TSHEBETSO E NYENYANE YA MAENE

E fana ka tshebeletso ya botsebi bakeng sa basebetsi ba qalang ba maene ka ho hodisa teknoloji e loketseng bakeng sa molemo wa diminirale le ho fana ka kwetliso le tshehetso.

HO AROLWA HA TIKOLOHO

E fana ka teknoloji ya tikeloho bakeng sa indasteri ya diminirale le tshepe.

KAROLO YA MORUO LE MERERO

E etsa diphuputso tsa sebaka mabapi le ntshetso-pele ya diminirale le diprojeke tsa bohlokwa tse ka ruisang melemo bathong le moruong.

SEBOKA LE BOTSAMAI SI BA DIKETSAHALO

Se fana ka thupelo e akarelletsang dintho tsohle tse mabapi le bongodi, ho tshwara diboka tsa fetohang le maemo, le dibaka tsa dipontsho.

Moo ho loketseng ditefi tse boletsweng di tla etswa bakeng sa ditshebeletso tse ka hodimo.

TSELA YA HO FINYELLA DITSHEBELET SO TSENA

Zenzele Centre - Thelefomo: (011) 709-4429

Small Scale Mining Unit - Thelefomo: (011) 709-4445

Enviromin Services - Thelefomo: (011) 709-4061

Miniral Economics and Strategies Unit - Thelefomo: (011) 709-4724

Conference Services - Thelefomo: (011) 709-4255/4321

Mintek Switchboard - Thelefomo: (011) 709-4111

Mintek Main Telefax Number: (011) 793-2413

Aterese ya Poso: Private Bag X3015

Randburg

2125

Aterese ya Seterata: 200 Hans Strijdom Drive

Randburg

TeleMessage (Pty) Ltd

Reg No. 1998/05424/07



**Act 2 of 2000,
The Promotion of Access to Information**

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

- A. Manual**
- B. Annexure A - Request for Access to Record of Private Body**
- C. Annexure B - Fees in Respect of Private Bodies**

Effective Date: 1 October 2002

A MANUAL

1 INTRODUCTION

Section 32 of the Constitution of the Republic of South Africa, No. 108 of 1996 ("the Constitution") provides:

- (1) *Everyone has the right of access to -***
 - (a) *any information held by the state; and***
 - (b) *any information that is held by another person and that is required for the exercise of protection of any rights.***
- (2) *National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.***

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the Constitution, that is giving effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise of protection of any rights. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such a request.

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

2 WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT

Any person who requires information for the exercise or protection of any rights, may request information from a private body. Section 50 of the Act states that:

- (1) *A requester must be given access to any record of a private body if -***
 - (a) *that record is required for the exercise or protection of any rights;***
 - (b) *that person complies with the procedural requirements in this Act relating to a request for access to that record; and***
 - (c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 8 of this Manual.***

3 PROCEDURES FOR OBTAINING ACCESS

3.1 Contact Details

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

- a. Name of the Body
TeleMessage (Pty) Ltd
- b. Information Officer of the Body
Leanne Eales
- c. Postal Address
PO Box 410353
Craighall
2024
- d. Street Address
1st Floor, Edinburgh Gate
Hyde Lane
Hyde Park
- e. Telephone Number
(011) 340 4000
- f. Fax Number
(011) 340 4001
- g. Web Address
www.telemessage.co.za
- h. Contact Details of Information Officer
 - i. e-mail: leanne@tmg.co.za
 - ii. Phone: (011) 340 4005
 - iii. Fax: (011) 340 4001

3.2 Prescribed Access Form

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

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

For a specimen of the request form see ANNEXURE A to the manual. Requestors please note that all of the information as listed above should be provided, failing which the process will be delayed while the private body requests such additional information. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor.

3.3 Prescribed Fees

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

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

TeleMessage may withhold a record until the request fee and the deposit (if applicable) have been paid. A schedule of the prescribed fees is attached as ANNEXURE B to the manual.

3.4 Requestor other than Personal Requestor

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

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

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

3.5 Personal Requestor

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

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

4 HUMAN RIGHTS COMMISSION GUIDELINE

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

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

Private Bag 2700
Houghton
2041
Tel: 011 4848300
Fax: 011 4841360

5 TYPES OF RECORDS

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

5.1 Personnel Records

These include:

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

5.2 Customer-related records

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

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

5.3 Private body records

This includes but is not limited to the following:

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

5.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, holding companies, service providers.

Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

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

5.5 Records Available in terms of other Legislation

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

Basic conditions of employment Act (75 of 1997)

Companies Act (61 of 1973)

Compensation for occupational injuries & diseases Act (130 of 1993)

Employment equity Act - Act 55 of 1998

Income tax Act 58 of 1962

Labour relations Act (66 of 1995)

Post Office Act 44 of 1958

Occupational health and safety Act (85 of 1993)

Promotion of equality and prevention of unfair discrimination Act

Regional services councils Act (109 of 1985)

Skills development Act (97 of 1998)

Skills Development Levies Act (9 of 1999)

Telecommunication Act 103 of 1996

Vat Act (89 of 1991)

Unemployment Insurance Act 30 of 1966

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

6 DECISION-MAKING PROCESS

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

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

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

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

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

7 THIRD PARTIES

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

8 GROUNDS FOR REFUSAL OF A REQUEST

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

- 8.1 Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions of this.
- 8.2 Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- Trade secrets;
 - Financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
 - Information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in

contractual or other negotiations, or prejudice the third party in commercial competition.

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

- 8.3 Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4 In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- Endanger the life or physical safety of an individual;
 - Prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property
 - The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5 Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6 Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. TeleMessage may refuse access to a record if the record:
- Contains trade secrets of TeleMessage.
 - Contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of TeleMessage.
 - Contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice TeleMessage in commercial competition; or
 - Consists of a computer program owned by TeleMessage.

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

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

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

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

9 RIGHTS OF APPEAL

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

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

The court is empowered to grant any order that is just and equitable, including:

- Confirming, amending or setting aside the information officer's decision
- Requiring the information officer to take any action, or refrain from taking any action as identified by the court within a specified period;
- Granting an interdict, interim or special relief, declaratory order or compensation; or costs.

ANNEXURE A

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, (Act No.2 of 2000))
[Regulation 10]

A. Particulars of private body

The Head: _____

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____ Form in which record is required: _____

Mark the appropriate box with an X.

NOTES:

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

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

<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
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2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*	<input type="checkbox"/>	Transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
--------------------------	---	--------------------------	--

4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*	<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)
--------------------------	-------------------------	--------------------------	--	--------------------------	--

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Postage is payable

YES

NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20____

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

ANNEXURE B**FEES IN RESPECT OF PRIVATE BODIES**

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

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

	R
(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7.50
(ii) compact disc	70.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
(ii) For a copy of an audio record	30.00

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

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

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75

- | | | |
|------|---|-------|
| (c) | For a copy in a computer-readable form on - | |
| (i) | stiffy disc | 7.50 |
| (ii) | compact disc | 70.00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | 40.00 |
| | (ii) For a copy of visual images | 60.00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | 20.00 |
| | (ii) For a copy of an audio record | 30.00 |
| (f) | To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation. | |
| (2) | For purposes of section 54(2) of the Act, the following applies: | |
| (a) | Six hours as the hours to be exceeded before a deposit is payable; and | |
| (b) | One third of the access fee is payable as a deposit by the requester. | |
| (3) | The actual postage is payable when a copy of a record must be posted to a requester. | |

MITIC SYNDICATION (PTY) LTD
"MITIC"

Reg No. 1995/013087/07

Act 2 of 2000,
The Promotion of Access to Information

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

- A. Manual
- B. Annexure A - Request for Access to Record of Private Body
- C. Annexure B - Fees in Respect of Private Bodies

Effective Date: 1 October 2002

A MANUAL

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 - (b) *that person complies with the procedural requirements in this Act relating to a request for access to that record; and***
 - (c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 8 of this Manual.***

3 PROCEDURES FOR OBTAINING ACCESS

3.1 Contact Details

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

- a. Name of the Body
Mitic
- b. Information Officer of the Body
Leanne Eales
- c. Postal Address
PO Box 410353
Craighall
2024
- d. Street Address
1st Floor, Edinburgh Gate
Hyde Lane
Hyde Park
- e. Telephone Number
(011) 340 4000
- f. Fax Number
(011) 340 4001
- g. Web Address
-
- h. Contact Details of Information Officer
 - i. e-mail: leanne@tmg.co.za
 - ii. Phone: (011) 340 4005
 - iii. Fax: (011) 340 4001

3.2 Prescribed Access Form

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

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

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

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

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4 HUMAN RIGHTS COMMISSION GUIDELINE

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

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

Private Bag 2700

Houghton

2041

Tel: 011 4848300

Fax: 011 4841360

5 TYPES OF RECORDS

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

5.1 Personnel Records

These include:

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

5.2 Customer-related records

A customer includes any entity who receives services from the private body.

Customer-related information includes the following:

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

5.3 Private body records

This includes but is not limited to the following:

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

5.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, holding companies, service providers.

Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category:

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

5.5 Records Available in terms of other Legislation

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

Basic conditions of employment Act (75 of 1997)

Companies Act (61 of 1973)

Compensation for occupational injuries & diseases Act (130 of 1993)

Employment equity Act - Act 55 of 1998

Income tax Act 58 of 1962

Labour relations Act (66 of 1995)

Post Office Act 44 of 1958

Occupational health and safety Act (85 of 1993)

Promotion of equality and prevention of unfair discrimination Act

Regional services councils Act (109 of 1985)

Skills development Act (97 of 1998)

Skills Development Levies Act (9 of 1999)

Telecommunication Act 103 of 1996

Vat Act (89 of 1991)

Unemployment Insurance Act 30 of 1966

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

6 DECISION-MAKING PROCESS

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

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

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

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

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

7 THIRD PARTIES

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

8 GROUNDS FOR REFUSAL OF A REQUEST

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

- 8.1 Section 63 of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to requestors. This includes the personal information of deceased persons. However Section 63(2) does provide exceptions of this.
- 8.2 Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:
- Trade secrets;
 - Financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
 - Information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in

contractual or other negotiations, or prejudice the third party in commercial competition.

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

- 8.3 Section 65 prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.
- 8.4 In terms of section 66, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:
- Endanger the life or physical safety of an individual;
 - Prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property
 - The private body may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.
- 8.5 Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.
- 8.6 Section 68 pertains to records containing information about the private body itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. Mitic may refuse access to a record if the record:
- Contains trade secrets of Mitic.
 - Contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of Mitic.
 - Contains information which, if disclosed, could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice Mitic in commercial competition; or
 - Consists of a computer program owned by Mitic.

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

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

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

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

9 RIGHTS OF APPEAL

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

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

The court is empowered to grant any order that is just and equitable, including:

- Confirming, amending or setting aside the information officer's decision
- Requiring the information officer to take any action, or refrain from taking any action as identified by the court within a specified period;
- Granting an interdict, interim or special relief, declaratory order or compensation; or costs.

ANNEXURE A**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, (Act No.2 of 2000))

[Regulation 10]**A. Particulars of private body**

The Head: _____

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____ Form in which record is required: _____

Mark the appropriate box with an X.

NOTES:

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

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

<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
--------------------------	-----------------	--------------------------	----------------------

2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*	<input type="checkbox"/>	Transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
--------------------------	---	--------------------------	--

4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*	<input type="checkbox"/>	Copy in computer readable form* (stiffy or compact disc)
--------------------------	-------------------------	--------------------------	--	--------------------------	--

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

YES	NO
-----	----

Postage is payable

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE B**FEES IN RESPECT OF PRIVATE BODIES**

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

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

	R
(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7.50
(ii) compact disc	70.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
(ii) For a copy of an audio record	30.00

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

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

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75

- (c) For a copy in a computer-readable form on -
 - (i) stiffy disc 7.50
 - (ii) compact disc 70.00
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof 40.00
- (ii) For a copy of visual images 60.00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20.00
- (ii) For a copy of an audio record 30.00
- (f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) One third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

ROAD 2 RICHES/NATIONAL LOTTERY 28 OCTOBER 2002										
EPISODE 142										
No	MSG	NAME	SURNAME	ADDRESS	CITY	CODE	TELEPHONE	ID NO	DATE	TIME
143										
8	551	Minah	Mabiletsa	704 Golden Acres, Joel/ Fise	Berea	2198	011 644 2707/09/ 072 2015543	740 301 0846 086	11/10/02	23h:39
15	72	Charmaine	Levandal	67 Prince George Straat	Muizenberg	7945	082 500 8048/ 021 788 1169	650 529 0138 082	12/10/02	18h:43
2	545	Thabo Josia	Matene	747A zone 5, Meadowlands	Soweto	1852	072 543 0934/ 011 939 2611	6604 2382 080	10/10/02	18h:10
19	5	Peter	Maema	1426 Unit 4	Mogwase	0316	014 557 1693/ 082 223 2825	571 103 5850 087	18/10/02	12h:02
11	50	Elizabeth M	Makosholo	20614 Ramokoja St, Phelandaba Location	Bloemfontein	9323	051 404 2875/ 072 541 6671	720 228 0871 083	22/10/02	10h:30
9	5	Monica Nelisiwe	Mbambo	Private Bag 84287, Inanda	Durban	4310	031 302 5860	750 825 0880 080	8/10/02	12h:25
12	9	Lourette	Stone	21 Skylane Street	Uitenhage	6229	041 9911315/ 041 9911315	570 611 0029 086	8/10/02	13h:16
5	522	Hayle	Poonisammy	PO Box 193	Boksburg	1459	011 829 1099/ 083 762 5426	690 806 0188 081	9/10/02	19h:53
14	126	Natalie	Isaacs	19 Matthews Street, Mountainview	Paarl	7646	021 914 5900/073 242 1193	681 111 0101 080	16/10/02	12h:20
17	169	Zama	Nxumalo	1830 zone 16	Letlhabile	0264	012 251 1828/ 082 712 8652	770 130 5537 082	24/10/02	11h:09
1	908	Louisa	Mokgoetsi	PO Box 5605	Halfway House	1685	011 805 4301/ 082 975 4565	650 131 0539 086	23/10/02	23h:30
6	721	Elize	Terblanche	8 Vinca Street, Karenpark	Pretoria North	0118	083 257 0770/083 257 0770	501 220 0106 086	19/10/02	21h:07
18	66	Andile	Kubheka	PO Box 1582	Secunda	2285	017 685 1861/ 082 683 7875	821 116 5335 089	14/10/02	09h:38
2	545	Thabo Josia	Matene	747A zone 5, Meadowlands	Soweto	1852	072 543 0934/ 011 939 2611	6604 2382 080	10/10/02	18h:10
10	101	Maureen	Ladegourdie	34 Karia Beach Rd, Brighton Beach	Durban	4052	031 4611421/ 031 468 3183	400 711 0021 087	23/10/02	12h:04
13	168	Xotyeni	Bangani	General Support Base, Forest Hill	Port Elizabeth	6000	083 998 2468/ 083 998 2468	690 803 5933 082	19/10/02	18h:19
3	783	Audrey	Shange	30047 ext 2	Daveyton	1520	082 635 6693/ 082 635 6693	570 905 0850 081	21/10/02	20h:46
16	146	Craig	Eksteen	12 Rael Road, Uitzicht	Durbanville	7550	073 171 5964/ 073 171 5964	720 130 5041 086	17/10/02	16h:01
20	2	Musa	Mabunda	House No 514	Namakgale	1391	015 290 0083/ 082 509 5594	780 707 5402 082	8/10/02	08h:31
4	686	Jabulani	Mazibuko	Wits Student A/ D Private Bag 3	Johannesburg	2000	011 717 9108/ 073 262 4153	630 724 5403 087	18/10/02	08h:56

RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000.

COUNCIL FOR MEDICAL SCHEMES

Under section 15 [2] of the Promotion of Access to Information Act, 2000 [2 of 2000] I Penuell Mpapa Maduna, Minister for Justice and Constitutional Development, hereby publish in the schedule the description submitted to me in terms of section 15 [1] of the said Act, by T. Patrick Masobe, Information Officer of the Council for Medical Schemes.

SCHEDULE

Postal address:

Council for Medical schemes
Private Bag X 34
Hatfield
0028

Physical address:

Block E, Hadeffields Offices
1267 Pretorius Street
Hatfield

Telephone numbers: [012] 431 0500

Fax number: [012] 430 7644

Website address: www.medicalschemes.com

Working hours: 8:00 – 17:00 [Monday to Friday]

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 [1] OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000	MANNER OF ACCESS TO RECORDS
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING OR COPYING IN TERMS OF SECTION 15 [1] a [ii]	
1. Research report and findings	1. The records can be viewed/ accessed at the Council for Medical Schemes Resource Centre 2. Records can also be viewed at Council for Medical Schemes

	<p>Website. www.medicalschemes.com</p>
<p>2. Annual reports of the Council for Medical Schemes</p>	<p>1. The record may be obtained on request in writing to the Head: Communications Private Bag X 34 Hatfield 0028</p> <p>2 Copies of extracts from the record can be obtained by visiting the Resource Centre.</p> <p>3 The records can also be accessed on our web site. www.medicalschemes.com</p>
<p>2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 [1] A [III]</p>	
<p>1. List of accredited brokers</p>	<p>1. Record may be obtained in writing or telephonically from Registration and Accreditation unit.</p> <p>1. Record can be viewed at Council for Medical Schemes web site, www.medicalschemes.com</p>
<p>2. List of registered medical schemes</p>	<p>1. Record may be obtained in writing or telephonically from Registration and Accreditation unit.</p> <p>2. Record can be viewed at Council for Medical Schemes web site, www.medicalschemes.com</p>
<p>3. Medical Schemes Act and Regulations</p>	<p>1. Record may be obtained by visiting the Resource Centre of the Council for Medical Schemes..</p> <p>2. Can be obtained by visiting the Council for Medical Schemes web site at, www.medicalschemes.com</p>



THE TOBACCO INSTITUTE OF SOUTH AFRICA

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UNIT 102, SOVEREIGN QUAY, ABOVE FOYER A, CNR. SOMERSET RD AND LIDDLE ST, CAPE TOWN 8001

The Tobacco Institute of South Africa

("TISA")

Index of Records Held

**Manual Prepared in accordance with:
Section 51 of
The Promotion of Access to Information Act 2 of 2000
("the Act")**

INTRODUCTION

The Tobacco Institute of South Africa ("TISA") is a voluntary trade association with limited liability, which operates on a non-profit basis, but is deemed a private company as defined by the Act.

The aims and objectives of TISA are:

- To not involve itself in competitive trade matters and thus play no commercial role in affairs concerning the growing, purchase, manufacture, pricing or marketing of tobacco or tobacco products.
- To further the interests and convey the views of the Tobacco Industry in South Africa.
- To assist in protecting all of the rights, *inter alia* the constitutional and common law rights, of the Tobacco Industry in South Africa.

The information listed in this manual is available from TISA by means of a request as prescribed in section 53 of the Act. Requests are to be addressed to the Information Officer at the address and/or contact details as noted in this manual. If the request is granted, request fees, as prescribed in section 54 of the Act, must be paid to TISA before any request is processed.

TISA reserves the right to refuse requests for information where it falls under a specified exemption as set out in chapter 4 of the Act (sections 62 to 70).

INFORMATION OFFICER CONTACT DETAILS

Name: Denise Dalziel

Postal Address: P O Box 7648
Roggebaai
8012

Street Address: Sovereign Quay
1st Floor, Foyer A
34 Somerset Road
Cape Town
8001

Telephone: (021) 421 0011

Facsimile: (021) 421 0013

Email: dd@tobins-sa.org

INDEX OF RECORDS HELD

In the course of its work in terms of the abovementioned aims and objectives, TISA accumulates a wide variety of industry-related information, the majority of which is already in the public domain. In terms of section 51 of the Act, the following availability of information refers:

Section 51(1)(b)

The Human Rights Commissioner has yet to compile a guide in terms of section 10 of the Act.

Section 51(1)(c)

All public articles and press releases related to the tobacco industry, as published in the South African and neighbouring countries' media, are available without a person having to request access.

Section 51(1)(d)

Records retained in accordance with any other legislation are as follows:

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

Section 51(1)(e)

Other records held by TISA are as follows:

- Statutes of the Association
 - Financial Records
 - Management Reports
-

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