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Januarie 2003

No. 24262

MANUALS

IN ACCORDANCE WITH

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

PART 1 OF 2



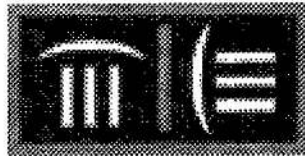
AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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McWilliams & Elliott Inc. Manual



established 1853

McWilliams & Elliott

**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

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83 Parliament Street, Central, Port Elizabeth, Docex 21, Tel : (041) 582-1250 Fax : (041) 585-1274
Email : law@mcwilliams.co.za Website : www.mcwilliams.co.za



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Manual – Promotion of Access to Information

1. Part I : Particulars of the Private Body - Section 51(1)(a)

- | | | | |
|-----|---------------------------|---|---|
| (a) | Name of Business | : | McWilliams & Elliott Inc. |
| (b) | Contact Person | : | Curt Coetzee |
| (c) | Postal Address | : | P O Box 45
Port Elizabeth
6000 |
| (d) | Street Address | : | 83 Parliament Street
Central
Port Elizabeth |
| (e) | Telephone Number | : | (041) 582-1250 |
| (f) | Fax Number | : | (041) 585-1274 |
| (g) | Web Address | : | www.mcwilliams.co.za |
| (h) | E-mail Address | : | law@mcwilliams.co.za |
| (i) | Details of Contact Person | : | |
| | • E-mail | : | curt@mcwilliams.co.za |
| | • Telephone Number | : | (041) 582-1250 |
| | • Fax Number | : | (041) 585-1274 |

Introduction to McWilliams & Elliott Inc.

Based in Port Elizabeth, McWilliams & Elliott is the oldest legal practice in the city, having been established on 30 June in 1853. McWilliams & Elliott is a dynamic, client-focused law firm that provides legal services in nearly every area of law to business, organizations, Government entities and individuals. We strive to provide the highest quality legal service to our clients and take pride in abiding by the strict ethical codes of our profession.

2. Part II : Description and Access to the Guide - Section 51(1)(b)

The Section 10 Guide on how to use the Act.

The guide will be available from the S.A. Human Rights Commission by no later than August 2003. In the interim direct enquiries to:-



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Manual – Promotion of Access to Information

The S.A. Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal Address : Private Bag 2700
Houghton
2041

Tel. : (011) 484-8300

Fax. : (011) 484-0258

Website : www.sahrc.org.za

E-mail : paia@sahrc.org.za

3. Part III : Voluntary Disclosure and Automatic Availability of Certain Records – Section 51(1)(c)

- (a) Not applicable. No notices yet published.
- (b) Automatically available – McWilliams & Elliott Internet Website
www.mcwilliams.co.za
- (c) McWilliams & Elliott Advertising documentation and brochures.

4. Part IV : Records available in accordance with any other legislation – Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable:-

- (a) Occupational Health and Safety Act – 85 of 1993
- (b) Compensation for Occupational Injuries and Diseases – Act 130 of 1993
- (c) Labour Relations – Act 66 of 1995
- (d) Income Tax – Act 58 of 1962
- (e) Value-Added Tax – Act 89 of 1991
- (f) Employment Equity – Act 55 of 1998
- (g) Unemployment Insurance – Act 30 of 1966
- (h) Skills Development Levies – Act 9 of 1999
- (i) Basic Conditions of Employment – Act 75 of 1997



- (j) Companies Act – Act 61 of 1973
- (k) Skills Development – Act 97 of 1998
- (l) Insider Trading – Act 135 of 1998
- (m) Protected Disclosure – Act 26 of 2000
- (n) Electronic Communications and Transmissions – Act 25 of 2002
- (o) Insolvency Act – Act 24 of 1936
- (p) Promotion of Access to Information – Act 2 of 2002
- (q) Administration of Estates – Act 66 of 1965
- (r) Arbitration Act – Act 42 of 1965
- (s) Consumer Affairs – Act 71 of 1988
- (t) Credit Agreements – Act 75 of 1980
- (u) Insurance Act – Act 27 of 1943
- (v) Post Office Act – Act 44 of 1958
- (w) Stamp Duties Act – Act 77 of 1968
- (x) Usury Act – Act 73 of 1968
- (y) Law Society Act – Act 20 of 1916
- (z) Attorneys Act – 53 of 1979

5. Part V : Access to Information - Section 51(1)(e)

5.1 Methods of Access to Manual

- (a) Published in Government Gazette
- (b) A copy to be made available to the Human Rights Commission
- (c) McWilliams & Elliott Inc. web page – www.mcwilliams.co.za
The web page is accessible to anyone who has access to the internet.



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(d) Available at 83 Parliament Street, Central, Port Elizabeth in printed format.

5.2 Description of Records

5.2.1 The McWilliams & Elliott web page consists of the following categories:-

- Home
- The firm
- Legal matters
- Professionals
- Downloads
- Publications
- Links
- Contact us & e-mail details
- Access to Information manual
- Information relating to various legal fields

5.2.2 Other Record Categories

(a) Commercial and Legal

- Trade Secrets
- Contracts and Agreements
- Company Confidential Information
- Meeting Minutes
- Shareholders
- Insurance
- Resolutions – Directors
- Correspondence
- Incorporation documentation
- List of people authorized to bind McWilliams & Elliott to agreements
- Statutory registers
- Permits, licences and Fidelity Fund Certificates
- Information relating to legal proceedings

(b) Financial

- Financial Year-end Results
- Financial Analysis and Reports
- Budgets
- Tax and Levies
- Trust and Business account information

(c) Human Resources

- Employees Personal Information
- Employees History (skills and experience)
- Educational Background



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- Training and Development
 - Salaries and Wages
 - Contracts and Agreements
 - Employment Equity
- (d) Other
- Advertising
 - Contracts with Suppliers
 - Operational Information
 - Client files and Client information (privileged)
 - Correspondence, e-mails, deletion, etc. and backup
 - Registered Domain Names
- (e) Health and Safety
- Accidents and Incident Reports

6. Procedure

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [S53(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. The requester should also indicate if any other manner is to be used for inform the requester and state the necessary particulars to be so informed. [S53(2)(a) and (b) and (c)]
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [S53(2)(d)]
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [S53(2)(f)]

7. Fees

Every requester who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (If any) before further processing the request [S54(1)]
- The fee that the requester must pay to a private body is R50.00.



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- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
 - If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [S54(6)]
- 8. Other information as may be prescribed [Section 51(1)(f)]**

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



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Recommended Fees Payable**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 disk	7.50
(ii) Compact disk	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 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



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-
- (c) For a copy in a computer-readable form on –
- | | | |
|------|--------------|-------|
| (i) | Stiffy disk | 7.50 |
| (ii) | Compact disk | 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.

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**Request for Access to Information****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]

(Form C – Annexure B)

Reference Number _____

A. Particulars of private body

The Head: _____

B. Particulars of person requesting access to the record

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

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

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>
--

Full names and surname: _____

Identity Number: _____



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D. Particulars of record

(a) *Provide full particulars of the record to which access is requested, including the reference number 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 a 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"/>		<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"/>		<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:



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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



VERTEX MANAGEMENT CONSULTANTS (PTY) LTD

MANUAL

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

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000 (THE ACT)

1. Information required in terms of section 51 (1) (a) of the Act:

Name of body	Vertex Management Consultants (Pty) Ltd
Managing director	Bruce Gordon Herholdt
Postal address	P O Box 14464 Farrarmere 1518
Street address	2nd Floor Bryanpark Shopping Centre Cnr Grosvenor & Cumberland Bryanston Ext 8 2021
Telephone number	082 880 0048
Facsimile number	011 425 5252
Email address	vertex@skysoft.co.za
Website	http://vmc.members.easyspace.com

2. Information required in terms of section 51 (1) (a) 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 it. 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 Gazette No R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

The Human Rights Commission can be contacted:

Postal address	Private Bag 2700 Houghton 2041
Telephone number	011 484 8300
Facsimile number	011 484 0582
Website	www.sahrc.org.za

3. Information required in terms of section 51(1)(c) of the Act

No section 52(2) notice has yet been published by the Minister.

Information required in terms of section 51(1)(d) of the Act

The company keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act:

Act	Section
Basic Conditions of Employment Act 75 of 1997	31
Companies Act 61 of 1973	
Compensation for Occupational Injuries and Diseases Act 130 of 1993	81
Employment Equity Act 55 of 1998	26
Income Tax Act 58 of 1962	74
Labour Relations Act 66 of 1995	205
Occupational Health & Safety	8
Skills Development Levies Act 97 of 1998	13
Unemployment Insurance Act 30 of 1966	32, 33
Value-added Tax Act 89 of 1991	55

4. Information required in terms of section 51(1)(e) of the Act

4.1 How must a person go about asking for the records?

- 4.1.1 Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. The request must be made to the head of the private body. The request must be made to the address, fax number or e-mail address of the body concerned.
- 4.1.2 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 the manner in which he/she is to be informed.
- 4.1.3 The requester must identify the right he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 4.1.4 If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request, to the satisfaction of the head of the private body.
- 4.1.5 The head of the private body must notify the requester, other than a personal requester, by notice, requiring the requester to pay the prescribed fee, if any, before further processing the request.
- 4.1.6 The fee for private bodies is R50 (fifty Rand). The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- 4.1.7 The head of the private body will then make a decision on the request, and notify the requester in the required form.
- 4.1.8 If the request is granted, then a further access fee must be paid for the preparation, search and reproduction, and for any time that has exceeded the prescribed hours to prepare, search and reproduce the requested record.

4.2 A description of the subjects of the records held by the body and the categories in which the subjects are classed:

Administration	Company Secretarial	Finance
Correspondence with external parties	Company statutes; Memorandum & Articles of Association Registers Minutes of meetings Statutory returns Share certificates	Books of account Vouchers, invoices Financial statements Reports and returns Bank account statements Debtors invoices and statements Creditors invoices and statements
Human Resources	Information Technology	Insurance
Director agreements	Application software documentation Disaster recovery processes and procedures	Policies Claim files
Movable Property	Operations	Taxation
Asset register Lease agreements Credit sale agreements	Policies and procedures Contractor information Contractor agreements Customer information Customer agreements Customer correspondence	Company tax records PAYE records RSC records SDL records VAT records

4.3 Web page:

Vertex Management Consultants (Pty) Ltd's website is accessible to anyone who has Internet access, and contains the following:

- Corporate profile
- Services offered
- Contact details

The website address is <http://vmc.members.easyspace.com>

5. Other information as may be prescribed in terms of section 51(1)(f) of the Act

Not applicable.

6. Availability of the Manual as prescribed in terms of section 51(3) of the Act

This manual has been made available to the Human Rights Commission in accordance with paragraph 9(1) of the Regulations of the Act.

The manual is also available for inspection, free of charge, at the registered office of the company:

2nd Floor Bryanpark Shopping Centre
Cnr Grosvenor & Cumberland
Bryanston Ext 8
2021

The manual is also accessible from the website address <http://vmc.members.easyspace.com>.



OVK GROEP

HANDLEIDING IN TERME VAN ARTIKEL 51 VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, WET 2 VAN 2000

Oos Vrystaat Kaap Beherend Beperk
Oos Vrystaat Bedryf Beperk
FKB Boerdery Ondernemings (Edms) Beperk
FXCO Boerdery Ondernemings (Edms) Beperk
Oos Kaap Boerdery & Graanhandelaars (Edms) Beperk
Brandkor Beleggings (Edms) Beperk
Botshabelo Wholesale Distributors (Edms) Beperk
Sentraal OVS Motors (Edms) Beperk
Suid Vrystaat Makelaars (Edms) Beperk

OPGESTEL IN TERME VAN ARTIKEL 51 VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING WET 2 VAN 2000

1. HOOF VAN DIE GROEP

Mnr G van Niekerk is die hoof uitvoerende beampte van die groep. Hy kan genader word by: OVK Dan Pienaarstraat 19, Posbus 96 Ladybrand, 9745, telefoon 051-9234512, faks 051-9234513, e-pos : hardievn@ovk.co.za.

2. DIE MENSEREGTEKOMMISSIE

Die menseregtekommissie het, ten tye van die opstel van hierdie dokument, nog nie 'n gids in terme van Artikel 10 van die wet opgestel nie. Die gids sal eersdaags beskikbaar wees by: SA Menseregtekommissie, Privaatsak 2700 Houghton, 2041, telefoon 011-4848300, faks 011-4841360, wetwerf : www.sahrc.org.za.

3. DIE INLIGTINGSBEAMPTTE

Die administratiewe funksies in terme van die wet is, deur die hoof uitvoerende beampte, aan die maatskappy se adjunk hoofbestuurder gedelegeer en afskrifte van hierdie gids kan kosteloos van die adjunk hoofbestuurder aangevra word.

Navrae en aansoeke moet gerig word aan : Die adjunk hoofbestuurder, mnr PB Dippenaar, Dan Pienaarstraat 19, Posbus 96 Ladybrand, 9745, telefoon 051-9234510, faks 051-9234513, e-pos dippied@ovk.co.za

4. BESKIKBARE REKORDS EN INLIGTING GEHOU DEUR DIE MAATSKAPPY

Tabel A hiertoe bevat 'n opsomming van die rekords wat deur die groep gehou word, insluitende rekords wat in terme van ander wetgewing gehou word (artikel 51(1)(d)(e)). Daar is geen beskrywing van dokumente wat vryelik beskikbaar is in terme van artikel 52 by die minister ingedien nie, maar van die rekords word in tabel A uiteengesit.

6.4 Gelde

Die wet maak voorsiening vir twee tipes gelde:

- 6.4.1 'n Versoekfooi wat slegs betaalbaar is deur 'n versoeker anders as 'n persoonlike versoeker. Hierdie fooi beloop R50,00 per versoek.
- 6.4.2 Toegangsfooie wat betaalbaar is deur beide 'n persoonlike versoeker en ander versoeker wat insluit reproduksiekoste, soek en voorbereidingstyd en kostes asook posgeld wat betaalbaar is sodra die versoeker in kennis gestel word dat aan sy versoek voldoen sal word.

Geen inligting sal beskikbaar gestel word tensy die voorgeskrewe fooie betaal is nie.

Alle gelde moet in die volgende rekeninge inbetaal word:

OVK tjekrekening, ABSA Ladybrand, rekeningnommer 2020 0000 18, takkode 63093400

Bewys van betaling moet gefaks word aan : Die inligtingsbeampte PB Dippenaar, faksnommer 051-9234513.

6.5 Skedule van voorgeskrewe fooie

'n Skedule van voorgeskrewe toegangsfooie betaalbaar, is op aanvraag by die inligtingsbeampte beskikbaar. Dit sal ook aan 'n versoeker bekend gemaak word sodra 'n versoeker se versoek vir inligting toegestaan is.

Twee kategorieë inligting word deur die maatskappy gehou naamlik:

- 4.1. Inligting wat vryelik beskikbaar is teen betaling van 'n voorgeskrewe fooi.
- 4.2. Inligting wat slegs bekom kan word deur die bring van 'n formele aansoek en betaling van die voorgeskrewe fooi.

In sommige gevalle is rekords slegs beskikbaar vir aandeelhouders. Van die rekords word periodiek vernietig. Dit is raadsaam, maar nie verpligtend nie, om, voordat 'n amptelike versoek gerig word, by die inligtingsbeampte te verneem of die betrokke rekord moontlik vryelik beskikbaar is.

5. VEREISTES VIR TOEGANG TOT INLIGTING

Toegang sal slegs verleen word indien:

- 5.1 Die versoeker die inligting benodig ten einde 'n reg uit te oefen of te beskerm.
- 5.2 Die prosedure met betrekking tot die bring vir 'n aansoek nagekom is.
- 5.3 Toegang tot die betrokke inligting nie geweier word in terme van enige grond van weiering in terme van die wet nie.

6. PROSEDURE EN GELDE

6.1 Voltooiing van aansoekvorm

- 6.1.1 'n Aansoekvorm hierby aangeheg as bylae B, wat op aanvraag beskikbaar is, moet deur die versoeker voltooi word.
- 6.1.2 Die aansoekvorm volledig deur die aansoeker voltooi moet per e-pos of geregistreerde pos gestuur word aan die inligtingsbeampte by die bogemelde pos adres of e-pos adres.
- 6.1.3 Die reg wat die versoeker wil beskerm of uitoefen moet duidelik in die aansoekvorm uiteengesit word.

6.2 Oorweging van die aansoek

- 6.2.1 Die inligtingsbeampte sal die versoek oorweeg en binne 30 dae met die versoeker in verbinding tree en hom inlig van welke gelde, bykomend tot hierna gemelde versoekfooie, betaalbaar is.
- 6.2.2 Indien die versoek toegestaan word sal die gevraagde rekords aan die versoeker beskikbaar gestel word.

6.3 Weiering van aansoek

- 6.3.1 Indien die versoeker se versoek van die hand gewys word, sal redes vir die weiering deur die inligtingsbeampte verskaf word.
- 6.3.2 Die versoeker kan binne 30 dae na weiering 'n aansoek bring om die inligtingsbeampte se beslissing te laat hersien deur 'n hof wat jurisdiksie het oor die aangeleentheid.



OPGAWE VAN REKORDS IN TERME VAN ARTIKEL: 51(1)(d) EN (e)

ONDERWERP	KATEGORIE	BESKRYWING	GEHOU I.T.V.		BESKIKBAARHEID AAN PUBLIEK		
			WETGEWING	INTERNE REELING	Nie Beskikbaar	Beskikbaar vir Insae	Afskrifte beskikbaar
MAATSKAPPY REGISTERS	REGISTERS	Direkteure en Beampies	Art 215 Wet 61/73			X	@ fooi
		Direkteure se Belange	Art 240 Wet 61/73			X	@ fooi
		Aandeelhouders	Art 105 Wet 61/73			X	@ fooi
		Dividend	R2592 dd 25/11/83		X		
		Toewysings	Art 93 Wet 61/73			X	@ fooi
		Bates	R 2592 dd 25/11/83		X		
		Bywoning (Direkteure en Bestuurders)	Art 245 Wet 61/73			Slegs aandeelhouders	@ fooi
		Verbande	R 2592 dd 25/11/83		X		
	NOTULES	Aandeelhouders	Art 204 en 206 Wet 61/73		X	Slegs aandeelhouders	@ fooi
		Direkteure	Art 242 Wet 61/73		X		
		Bestuurders	Art 242 Wet 61/73		X		
		Ander		X	x		
BELASTING	SERTIFIKATE	IRP 5	Hoofstuk 11 Wet 58/62		X		
		IB 3	Hoofstuk 11 Wet 58/62		X		
	OPGAWES	Opgawes	Hoofstuk 11 Wet 58/62		X		
		Oorbetalingsstate	Hoofstuk 11 Wet 58/62		X		

ONDERWERP	KATEGORIE	BESKRYWING	GEHOU LT.V.	WETGE-WING	INTERNE REELING	BESKIKBAARHEID AAN PUBLIEK		
						Nie Beskikbaar	Beskikbaar vir Insae	Afskrifte beskikbaar
REKENING- KUNDIG	STATE	Debiteure	Hoofstuk 11 Wet 58/62			X		
		Krediteure	Hoofstuk 11 Wet 58/62			X		
		Huurkoop	Hoofstuk 11 Wet 58/62			X		
		Voorraad	Hoofstuk 11 Wet 58/62			X		
		Jaarstate	R 2582 dd 25/11/83			X		
	BOEKE	Grootboek	Hoofstuk 11 Wet 58/62			X		
	DOKUMENTE	Kwitansies, fakture, debiet-en kredietnotas eise, bestellings	Hoofstuk 11 Wet 58/62			X		
	WERKSPAPIERE	Werkspapiere		X		X		
ODIT	INTERNE OUDIT	Verslae		X		X		
ALGEMEEN	KORRESPONDEN SIE	Korrespondensie		X				
		Inspeksie	Art 18 Wet 58/62			X		
PERSONEEL	PERSONEEL	Persoonlike Besonderhede	Art 31 Wet 58/62			X		
	BESOLDIGING	Besoldiging	Art 31 Wet 58/62			X		
	KONTRAKTE	Kontrakte		X		X		
	KURSUSSE	Kursusse		X		X		

ONDERWERP	KATEGORIE	BESKRYWING	GEHOU LT.V.		BESKIKBAARHEID AAN PUBLIEK		
			WETGE-WING	INTERNE REËLING	Nie Beskikbaar	Beskikbaar vir Insae	Afskrifte beskikbaar
LISENSIES	VOERTUIE	Voertuie	Hoofstuk V Wet 93/96		X		
	HANDEL	Handel	Plaaslike Verordeninge		X		
	GIF	Gif	Art 4 Wet 15/73		X		
KORRESPONDENSIE	KORRESPONDENSIE	Korrespondensie		X	X		
ALGEMEEN	ALGEMEEN	Logstate		X	X		
		Kontrakte		X	X		
		Tarieflyste		X	X		
		Vragbriewe		X	X		
		ISO Dokumente		X	X		
		Kwotasies		X	X		
		Sekuriteite		X	X		



Bylae B

AANSOEKVORM VIR BEKENDMAKING VAN INLIGTING GEHOU DEUR 'N PRIVAATLIGGAAM

(ART 53(1) VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING WET
2 VAN 2000)

A. BESONDERHEDE VAN MAATSKAPPY

DIE INLIGTINGSBEAMPTTE

Oos Vrystaat Kaap Bedryf Beperk
Posbus 96
Ladybrand
9745

Dan Pienaar Straat 19
Ladybrand
9745

B. BESONDERHEDE VAN PERSOONLIKE VERSOEKER /ANDER VERSOEKER

1. NAAM VAN PERSOONLIKE VERSOEKER / ANDER VERSOEKER:

2. IDENTITEITSNOMMER:

3. ADRES VAN PERSOONLIKE VERSOEKER / ANDER VERSOEKER:

POSKODE:

4. TELEFOONNOMMER:

FAKSNOMMER:

5. E-POS ADRES:

6. HOEDANIGHEID WAARIN OPTREE INDIEN ANDER VERSOEKER:

C. BESONDERHEDE VAN PERSOON NAMENS WIE REKORD VERSOEK WORD (INDIEN VERSOEK DEUR ANDER VERSOEKER GERIG WORD)

1. NAAM:

IDENTITEITSNOMMER:

3. ADRES:

POSKODE:

4. TELEFOONNOMMER:

FAKSNOMMER:

5. E-POS ADRES:

VIR KANTOORGEBRUIK ALLEENLIK

DATUM VAN ONTVANGS VAN VERSOEKVORM: _____

DATUM VAN GOEDKEURING / AFKEURING: _____

VERSOEKER IN KENNIS GESTEL OP _____ DEUR _____

☐ Telefonies☐ Skriftelik☐ E-pos

D. BESONDERHEDE VAN REG WAT BESKERM/UITGEOEFEN WORD

VERSKAF VOLLEDIGE BESONDERHEDE VAN REG WAT BEKERM / UITGEOEFEN WORD:

E. BESONDERHEDE VAN REKORD VERSOEK

BESKRYWING VAN REKORD/ GEDEELTE VAN REKORD VERSOEK:

VERWYSINGSNOMMER INDIEN BESKIKBAAR:

MEERDERE /VERDERE INLIGTING VAN REKORD:

F. FOOIE BETAALBAAR

1. Voorgeskrewe fooie betaalbaar alvorens versoek oorweeg sal word.
2. Versoekfooie van R50.00 per versoek betaalbaar in geval van ander versoeker.
3. Toegangsfooie, wat aan die versoeker bekend gemaak sal word sodra versoek vir bekendmaking van inligting, toegestaan is, is betaalbaar alvorens gevraagde inligting / rekords bekend gemaak / beskikbaar gestel word.
4. Gelde is direk op die volgende bankrekening betaalbaar.
OVK Tjekrekening, ABSA Ladybrand, Rekening 20 20 00 00 1, Takkode 63 09 34 00
Bewys van betaling moet gefaks word aan: Die Inligtingsbempte: PB Dippenaar
Faksnommer: (051) 923 4513

GETEKEN TE _____ OP HIERDIE _____ DAG VAN _____ 20 _____ in die
teenwoordigheid van 'n getuie.

HANDTEKENING VAN AANSOEKER

WIE AANSOEK GEDOEN WORD

HANDTEKENING VAN PERSOON NAMENS_____
HANDTEKENING VAN GETUIE

RANEL TOOL HIRE TRUST (IT 261/02)

1. CONTACT PARTICULARS

TRUSTEE: A.W. Wessels

**Plot 82
Boshkop**

**Posbus 2028
Zwavelpoort
0036**

Tel (012) 802 1270

Fax: (012) 802 1270

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH RANEL TOOL HIRE TRUST HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from RANEL TOOL HIRE TRUST.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

4.1 TRUST PROPERTY CONTROL ACT 57 OF 1988 (as amended)

- 5** The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 FINANCIAL RECORDS:

- 5.1.1** Annual Financial reports
- 5.1.2** Income tax returns and assessments
- 5.1.3** Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of RANEL TOOL HIRE TRUST.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the TRUSTEE.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A

copy of the fee structure applicable to private bodies is available at the office of RANEL TOOL HIRE TRUST on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of RANEL TOOL HIRE TRUST; copies are also available from the South African Human Rights Commission; from the Government printer.

WAKEFIELDS

Property Management

MANUAL

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

The Manual in terms of the Promotion of Access to Information Act section 51

A request in terms of the Promotion of Access to Information Act 2 of 200 (the Act) begins with the completion of the prescribed form; please remember you are required to :

1. indicate the form of access required
2. specify a postal address or fax number in South Africa, or an e-mail address
3. identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose
4. indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars
5. give proof of the capacity in which you are acting, if requesting access on behalf of another.

Once complete, you can mail it to

The Managing Director
Wakefields Property Management (Pty) Ltd
Private Bag X11
Musgrave Road,
4062

Or, you can fax it to (031) 2013734, or e-mail it to wipadmin@iafrica.com.

We will deem to have received it once the form reaches our offices.

Should you require greater clarity, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language :

- what the objects of this Act are
- the details of each private body (where possible)
- the process that needs to be followed in order to make a request
- how to get copies of the Guide at no charge
- how to get access to the manual of a private body
- all the remedies available in law to you.

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission: tel: 011 484 8300; fax: 011 484 7146; www.sahre.org.za.

Tel 031-204 7400
Fax 031-201 6158
Docex DX17 Musgrave
e-mail wipadmin@iafrica.com

3rd Floor FNB House
151 Musgrave Road, Durban 4001,
KwaZulu-Natal
Private bag X11, Musgrave Road, 4062

Wakefields Property Management (Pty) Ltd.
(Registration No. 1994/002490/07)
Directors: JR Broom (Managing), ATG Foxcroft B.Com.
(Alt R Nundhkumar), KG King B.Com., JN Wakefield

1. Information required in terms of section 51 (1) (a) of the Act:

Chief Executive : Mr J R Broom

Postal and street addresses :

3rd Floor, FNB House
151 Musgrave Road
Durban
4001

Private Bag X11
Musgrave Road
4062

Tel no: 031 - 2047400

Fax no: 031 - 2013734

e-Mail address of CEO : wipadmin@lafrica.com

2. Information required in terms of 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 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.

3. Information required in terms of section 51 (1) (c) of the Act:

No section 52 (2) notice has yet been published by the Minister.

4. Information required in terms of section 51(1) (d) of the Act:

The Company keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act:

Companies Act 61 of 1973 :

Income Tax Act 58 of 1962 :

Value-Added Tax Act, 89 of 1991 :

Labour Relations Act 66 of 1995 :

**Basic Conditions of Employment Act
75 of 1997 :**

Employment Equity Act 55 of 1998 :

Skills Development Levies Act 97 of 1998 :

**Occupational Health and Safety Act
85 of 1993 :**

**Compensation for Occupational Injuries
and Diseases Act, 130 of 1993 :**

Unemployed Insurance Act, 30 of 1966 :

Estate Agents Act 112 of 1976 :

5. Records Held :

- **Documents of Incorporation , Registers and Minute Books :**
Company documents including the Memorandum of Association and the Articles of Association and any amendments thereto, various registers, minute books and internal resolutions.
- **Accounting :**
Books of account, vouchers, invoices, fixed asset registers.
- **Taxation :**
Records pertaining to VAT, Company Tax, STC, PAYE and Capital Gains.
- **Intellectual Property :**
Records relating to trade marks, licenses and licensing agreements.
- **Insurance :**
Records relating to insurance arrangements, policies and claims.
- **Moveable and Immovable Property :**
Lease agreements, equipment rental agreements.
- **Agreements :**
Agreements in respect of Management Contracts and mandates entered into with clients, banking service providers and computer bureau.
- **Human Resources :**
Employee records, conditions of employment, payrolls, arrangements with service providers, labour related matters and Provident and medical aid funds.
- **Operational :**
Customer related records, management records, data bases, correspondence, policies & procedures, banking records and legal proceedings.
- **Computer and Communication Information :**
Procurement, maintenance and data communication arrangements.

6. Refusal of Access and Protection of Information :

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act :

- Information for the protection of commercial information and confidential information of third parties. (s 64 & 65)
- Information for the protection of the safety of individuals and the protection of property. (s 66)
- Information privileged from production in legal proceedings (s 67)
- Commercial information of the company (s 68)
- Research information (s 69)

7. Availability of the manual :

The manual is also available for inspection at the offices of the company free of charge; and copies are available with the SAHRC, in the Gazette and on the company's website.

COMAIR RETIREMENT FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Derek Borer
2.	The Financial Services Board PF Number of the Fund is:	12/8/20169/1
3.	The registered address of the Fund is:	No.1 Marignane Drive, Corner Atlas Road Bonaero Park 1619
4.	The contact telephone number for the Fund is:	(011) 921 0202
5.	The contact facsimile number for the Fund is:	(011) 395 2546
6.	The e-mail address of the Head of the Fund is:	Borerdh@comair.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: Private Bag 2700, Houghton 2041

Telephone: (011) 484-8300

Facsimile: (011) 484-0582

E-mail: Paia@sahrc.org.za

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

C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956
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- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 466 Rigel Avenue, Pretoria
Telephone: (012) 428-8000
Facsimile: (012) 347-0221
Website: <http://www.fsb.co.za>

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Fund booklets and brochures
- Pension Fund Adjudicator Complaints lodged against the Fund
- Participating Employer details

MEMBER RECORDS

- Membership details
- Contribution records
- Member Newsletters and communication
- Medical Records
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation
- Disability claimant records and supporting documentation
- Dependant Details
- Claim records, including notification forms, statements of values, payment instructions, copies of cheque/EFT payment references, in relation to all withdrawals (exits, retirements, deaths and disabilities)

TRUSTEE RECORDS

- Trustee Register
- Fidelity and Indemnity Certificate
- Trustee Elections (Ballot Forms, Nomination Forms)

CONTRACTS

- Insurance Policy documents relating to death and disability benefits
- Investment Mandate
- Investment Policy
- Contract with Fund Administrator.
- Contract with Actuary
- Contract with Consultant
- Policy Holder Protection Rules Documentation

FINANCIAL RECORDS

- Revenue Statement and Balance Sheet
- Returns for FSB Levies and RFT
- Statutory Valuation Reports

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

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.

- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

COMAIR RETIREMENT FUND

JOHNNIC PUBLISHING LIMITED PENSION FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Joanne Rona Matisonn
2.	The Financial Services Board PF Number of the Fund is:	12/8/2466/1
3.	The registered address of the Fund is:	4 Biermann Avenue, Rosebank, Johannesburg, 2196
4.	The postal address of the Fund is:	P.O. Box 1746 Saxonwold 2132
5.	The contact telephone number for the Fund is:	Tel: (011) 280-5009
6.	The contact facsimile number for the Fund is:	Fax: (011) 280-5005
7.	The e-mail address of the Head of the Fund is:	Matisonnj@jpl.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: Private Bag 2700, Houghton 2041

Telephone: (011) 484-8300
Facsimile: (011) 484-0582
E-mail: Paia@sahrc.org.za
Website: <http://www.sahrc.org.za>

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

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

Address: 466 Rigel Avenue, Pretoria
Telephone: (012) 428-8000
Facsimile: (012) 347-0221
Website: <http://www.fsb.co.za>

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Trustee Register
- Insurance Policy Documents
- Minute Book and agenda packs for meetings of Trustees
- Fidelity and Indemnity Certificate
- Fund booklets and brochures
- Member Newsletters and communication
- Pension Fund Adjudicator Complaints lodged against the Fund
- Participating Employer details
- Valuation Certificate
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

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

CONTRACTS

- Insurance Policy documents relating to death and disability benefits.
- Investment contracts and policies of insurance regarding investments.
- Contracts with Service Providers such as administrators, consultants and auditors.
- Contracts for outsourcing of pensioner liabilities.
- Policy Holder Protection rules documentation.

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Statutory Valuation Reports
- Returns for FSB Levies, Retirement Fund Tax
- Fidelity & Indemnity cover documentation and premium records

E. REQUEST PROCEDURES: INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
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- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also

indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

JOHNNIC PUBLISHING LIMITED PENSION FUND

PAIA:
ICSPF1/mct
(31/07/2002)

NAMPAK RETIREMENT FUND

("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Susan du Plooy
2.	The Financial Services Board PF Number of the Fund is:	12/8/13171
3.	The registered address of the Fund is:	114 Dennis Road Atholl Gardens Sandton
4.	The postal address of the Fund is:	P.O. Box 784324 Sandton 2146
5.	The contact telephone number for the Fund is:	011-719-6321
6.	The contact facsimile number for the Fund is:	011-719-6675
7.	The e-mail address of the Head of the Fund is:	dplooyas@nampak.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

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

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

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

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

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

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

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

Address: **466 Rigel Avenue, Pretoria**
Telephone: **(012) 428-8000**
Facsimile: **(012) 347-0221**
Website: <http://www.fsb.co.za>

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Insurance Policy Documents
- Fund booklets and brochures
- Member Newsletters and communication
- Participating Employer details
- Fund Register
- Practice Notes
- Trust Deeds
- Investment Mandates
- Investment Policy Statement
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

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

CONTRACTS

- Insurance Policy documents .
- Investment contracts and policies of insurance regarding investments
- Contracts and Service Level agreements with Service Providers such as administrators, consultants and auditors.
- Policy Holder Protection rules documentation.
- Contracts for outsourcing of pensioner liabilities.

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Statutory Valuation Reports
- Returns for FSB Levies, Retirement Fund Tax and VAT
- Fidelity & Indemnity cover documentation and premium records

TRUSTEE RECORDS

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

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

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

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

NAMPAK RETIREMENT FUND

PAIA:
NampakRF
(31/07/2002)

NAFCO PENSION FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Gail Boyd
2.	The Financial Services Board PF Number of the Fund is:	12/8/2618/2
3.	The registered address of the Fund is:	National Airways Corporation Hanger 104C, Gate C Lanseria Airport
4.	The postal address of the Fund is:	P O Box 293 Lanseria 1748
5.	The contact telephone number for the Fund is:	(011) 267 5440
6.	The contact facsimile number for the Fund is:	(011) 267 5444
7.	The e-mail address of the Head of the Fund is:	Gail@nac.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

Please direct any queries to:

The South African Human Rights Commission PAIA UNIT

The Research and Development Department

Address: Private Bag 2700, Houghton 2041

Telephone: (011) 484-8300

Facsimile: (011) 484-0582

E-mail: Paia@sahrc.org.za

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

C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956
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- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: **466 Rigel Avenue, Pretoria**
Telephone: **(012) 428-8000**
Facsimile: **(012) 347-0221**
Website: <http://www.fsb.co.za>

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Fund booklets and brochures
- Pension Fund Adjudicator Complaints lodged against the Fund
- Participating Employer details
- Valuation Certificate
- Trust Deed

MEMBER RECORDS

- Membership details
- Contribution records
- Medical Records
- Member Benefit Statements
- Member Newsletters and communication
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation
- Claim records, including notification forms, statement of value, payment instructions, copies of cheque/ EFT payment references, in relation to all withdrawals (exits, retirements, deaths and disabilities)
- Disability claimant records and supporting documentation
- Dependant Details

TRUSTEE RECORDS

- Trustee Register
- Fidelity and Indemnity Certificate
- Trustee Declaration
- Trustee Elections (Ballot Forms, Nomination Forms)

CONTRACTS

- Insurance Policy documents relating to death and disability benefits.
- Investment Mandates
- Investment Policies
- Investment Policy Statement.
- Contract with Fund Administrator.
- Contract with Actuary
- Contract with Auditor
- Contract with Consultant
- Policy Holder Protection Rules Documentation

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Returns for FSB Levies and RFT

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

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.

- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

NAFCO PENSION FUND

MUTUAL & FEDERAL PENSION FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Mr Marius Low
2.	The Financial Services Board PF Number of the Fund is:	12/8/9345/1
3.	The registered address of the Fund is:	Mutual & Federal Centre 75 President Street Johannesburg
4.	The postal address of the Fund is:	P.O. Box 1120 Johannesburg 2000
5.	The contact telephone number for the Fund is:	Tel: (011) 374-2082
6.	The contact facsimile number for the Fund is:	Fax: (011) 832-1605
7.	The e-mail address of the Head of the Fund is:	Mlow@mf.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission
PAIA UNIT
The Research and Development Department

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

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

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

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

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

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

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

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

Website: **http://www.fsb.co.za**

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Trustee Register
- Minute Book and agenda packs for meetings of Trustees
- Fidelity and Indemnity Certificate
- Fund booklets and brochures
- Member Newsletters and communication
- Pension Fund Adjudicator Complaints lodged against the Fund
- Participating Employer details
- Valuation Certificate
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

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

CONTRACTS

- Insurance Policy documents relating to death and disability benefits.
- Investment contracts and policies of insurance regarding investments
- Contracts with Service Providers such as administrators, consultants and auditors.
- Contracts for outsourcing of pensioner liabilities.
- Policy Holder Protection rules documentation

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Statutory Valuation Reports
- Returns for FSB Levies, Retirement Fund Tax
- Fidelity & Indemnity cover documentation and premium records

E. REQUEST PROCEDURES: INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
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- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also

indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

M&F PENSION FUND

PAIA:
ICSPF1/mct
(31/07/2002)

LONMIN PENSION FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Sue Wides
2.	The Financial Services Board PF Number of the Fund is:	12/8/34985/1
3.	The registered address of the Fund is:	Northdowns Office Park 17 Georgian Crescent Bryanston
4.	The postal address of the Fund is:	P.O.Box 98811 Sloane Park 2152
5.	The contact telephone number for the Fund is:	(011) 516 1319
6.	The contact facsimile number for the Fund is:	(011) 516 1310
7.	The e-mail address of the Head of the Fund is:	N/A

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission PAIA UNIT

The Research and Development Department

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

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

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

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

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

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

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

Address: **466 Rigel Avenue, Pretoria**
Telephone: **(012) 428-8000**
Facsimile: **(012) 347-0221**
Website: <http://www.fsb.co.za>

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Participating Employer details
- Valuation Certificate
- Pension Fund Adjudicator Complaints lodged against the Fund

MEMBER RECORDS

- Membership details
- Contribution records
- Member Newsletters and communication
- Member Benefit Statements
- New Entrant Statements
- Transfer Value Certificates
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable
- Claim records, including notification forms, statement of value, payment instructions, copies of cheque/ EFT payment references, in relation to all withdrawals (exits, retirements, deaths and disabilities)
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation
- Disability claimant records and supporting documentation
- Dependant details
- Medical Records

TRUSTEE RECORDS

- Fidelity and Indemnity Certificate
- Trustee Register
- Trustee Elections (Ballot Forms, Nomination Forms)

CONTRACTS

- Insurance Policy documents relating to death benefits.
- Investment Mandate
- Contract with Fund Administrator
- Contract with Actuary
- Contract with Auditor
- Contract with Consultant
- Policy Holder Protection Rules Documentation

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Returns for FSB Levies and RFT

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

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

LONMIN PENSION FUND

NAMPAK GROUP PENSION FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Susan du Plooy
2.	The Financial Services Board PF Number of the Fund is:	12/8/8900/1
3.	The registered address of the Fund is:	114 Dennis Road Atholl Gardens Sandton
4.	The postal address of the Fund is:	P.O. Box 784324 Sandton 2146
5.	The contact telephone number for the Fund is:	011-719-6321
6.	The contact facsimile number for the Fund is:	011-719-6675
7.	The e-mail address of the Head of the Fund is:	dplooyas@nampak.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission PAIA UNIT

The Research and Development Department

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

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

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

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

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

C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956
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- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

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

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Insurance Policy Documents
- Fund booklets and brochures
- Member Newsletters and communication
- Participating Employer details
- Fund Register
- Practice Notes
- Trust Deeds
- Investment Mandates
- Investment Policy Statement
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

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

CONTRACTS

- Insurance Policy documents .
- Investment contracts and policies of insurance regarding investments
- Contracts and Service Level agreements with Service Providers such as administrators, consultants and auditors.
- Policy Holder Protection rules documentation.
- Contracts for outsourcing of pensioner liabilities.

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Statutory Valuation Reports
- Returns for FSB Levies, Retirement Fund Tax and VAT
- Fidelity & Indemnity cover documentation and premium records

TRUSTEE RECORDS

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

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

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

indicate in any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

NAMPAK GROUP PENSION FUND

PAIA:
NampakPF
(31/07/2002)

SIEMENS SUPERANNUATION FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Harry Hollier
2.	The Financial Services Board PF Number of the Fund is:	12/8/9968/2
3.	The registered address of the Fund is:	Block K5, Siemens Park 300 Janadel Avenue Halfway House
4.	The contact telephone number for the Fund is:	(011) 652 2052
5.	The contact facsimile number for the Fund is:	(011) 652 2054
6.	The e-mail address of the Head of the Fund is:	Harryh@siemens.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission PAIA UNIT

The Research and Development Department

Address: Private Bag 2700, Houghton 2041

Telephone: (011) 484-8300

Facsimile: (011) 484-0582

E-mail: Paia@sahrc.org.za

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

C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956
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- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

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

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Fund booklets and brochures
- Pension Fund Adjudicator Complaints lodged against the Fund
- Participating Employer details
- Trust Deed
- Practise Note

MEMBER RECORDS

- Membership details
- Contribution records
- Medical Records
- Pensioner Records
- Deferred Pensioners Records
- Member Benefit Statements
- Member Newsletters and communication
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation
- Disability claimant records and supporting documentation
- Dependant Details
- Claim records, including notification forms, statements of value, payment instructions, copies of cheque/EFT payment references, in relation to all withdrawals (exits, retirements, death and disabilities)

TRUSTEE RECORDS

- Trustee Register
- Fidelity and Indemnity Certificate

- Trustee Declaration
- Trustee Elections (Ballot Forms, Nomination Forms)

CONTRACTS

- Insurance Policy documents relating to death and disability benefits.
- Investment Mandates
- Investment Policies
- Investment Policy Statement.
- Contract with Fund Administrator.
- Contract with Actuary
- Contract with Auditor
- Contract with Consultant
- Policy Holder Protection Rules Documentation

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Returns for FSB Levies and RFT
- Statutory Valuation Reports

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

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requester in the required form.

- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

SIEMENS SUPERANNUATION FUND

SUN INTERNATIONAL PENSION FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Alison Roode
2.	The Financial Services Board PF Number of the Fund is:	12/8/19911/1
3.	The registered address of the Fund is:	27 Fredman Drive Sandown 2031
4.	The postal address of the Fund is:	P.O. Box 784487 Sandton 2196
5.	The contact telephone number for the Fund is:	011-4774955
6.	The contact facsimile number for the Fund is:	011-4771739
7.	The e-mail address of the Head of the Fund is:	alison@ies.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

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

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

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

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

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

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

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

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

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

D. DESCRIPTION OF RECORDS HELD BY FUND

GENERAL RECORDS

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Insurance Policy Documents
- Fund booklets and brochures
- Member Newsletters and communication
- Participating Employer details
- Fund Register
- Practice Notes
-
- Investment Mandates
- Investment Policy Statement
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

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

CONTRACTS

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

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Statutory Valuation Reports
- Returns for FSB Levies, Retirement Fund Tax
- Fidelity & Indemnity cover documentation and premium records

TRUSTEE RECORDS

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

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

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

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

SUN INTERNATIONAL PENSION FUND

PAIA:
SIPF
(14/08/2002)

SUN INTERNATIONAL PROVIDENT FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Alison Roode
2.	The Financial Services Board PF Number of the Fund is:	12/8/34498/R
3.	The registered address of the Fund is:	27 Fredman Drive Sandown 2031
4.	The postal address of the Fund is:	P.O. Box 784487 Sandton 2196
5.	The contact telephone number for the Fund is:	011-4774955
6.	The contact facsimile number for the Fund is:	011-4771739
7.	The e-mail address of the Head of the Fund is:	alison@ies.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

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

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

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

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

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

C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956
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- (a) The following records of the Fund are available on demand by a **member** of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, **any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

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

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Insurance Policy Documents
- Fund booklets and brochures
- Member Newsletters and communication
- Participating Employer details
- Fund Register
- Practice Notes
- Investment Mandates
- Investment Policy Statement
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

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

CONTRACTS

- Insurance Policy documents
- Investment contracts and policies of insurance regarding investments
- Contracts and Service Level agreements with Service Providers such as administrators, consultants and auditors
- Policy Holder Protection rules documentation
- Contract regarding the outsourcing of pensioners

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Statutory Valuation Reports
- Returns for FSB Levies, Retirement Fund Tax
- Fidelity & Indemnity cover documentation and premium records

TRUSTEE RECORDS

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

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

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

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

SUN INTERNATIONAL PROVIDENT FUND

PAIA:
SIPrF
(14/08/2002)

KERSAF STAFF PROVIDENT FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Alison Roode
2.	The Financial Services Board PF Number of the Fund is:	12/8/34499/1
3.	The registered address of the Fund is:	27 Fredman Drive Sandown 2031
4.	The postal address of the Fund is:	P.O. Box 784487 Sandton 2196
5.	The contact telephone number for the Fund is:	011-4774955
6.	The contact facsimile number for the Fund is:	011-4771739
7.	The e-mail address of the Head of the Fund is:	alison@ies.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

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

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

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

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

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

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

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

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

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

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Insurance Policy Documents
- Fund booklets and brochures
- Member Newsletters and communication
- Participating Employer details
- Fund Register
- Practice Notes

- Investment Mandates
- Investment Policy Statement
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

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

CONTRACTS

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

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Statutory Valuation Reports
- Returns for FSB Levies, Retirement Fund Tax
- Fidelity & Indemnity cover documentation and premium records

TRUSTEE RECORDS

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

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

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

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

KERSAF STAFF PROVIDENT FUND

PAIA:
KSPF
(14/08/2002)

ANGLOGOLD PENSION FUND ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Angela Crerar
2.	The Financial Services Board PF Number of the Fund is:	12/8/35733/1
3.	The registered address of the Fund is:	11 Diagonal Street Johannesburg 2001
4.	The postal address of the Fund is:	P.O. Box 62117 Marshalltown 2107
5.	The contact telephone number for the Fund is:	011-637-6180
6.	The contact facsimile number for the Fund is:	011-637-6174
7.	The e-mail address of the Head of the Fund is:	acrerar@anglogold.com

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

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

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

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

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

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

C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956
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- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

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

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Insurance Policy Documents
- Fund booklets and brochures
- Member Newsletters and communication
- Participating Employer details
- Fund Register
- Practice Notes
- Trust Deeds
- Investment Mandates
- Investment Policy Statement
- Pension Fund Adjudicator complaints lodged against the Fund

MEMBER RECORDS

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

CONTRACTS

- Insurance Policy documents .
- Investment contracts and policies of insurance regarding investments
- Contracts and Service Level agreements with Service Providers such as administrators, consultants and auditors.
- Policy Holder Protection rules documentation

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Statutory Valuation Reports
- Returns for FSB Levies, Retirement Fund Tax
- Fidelity & Indemnity cover documentation and premium records

TRUSTEE RECORDS

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

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

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

- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

ANGLOGOLD PENSION FUND

PAIA:
AnglogoldPF
(31/07/2002)

COMAIR PENSION SCHEME ("the Fund")

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

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

A. CONTACT DETAILS

1.	Head of the Fund:	Derek Borer
2.	The Financial Services Board PF Number of the Fund is:	12/8/9968/2
3.	The registered address of the Fund is:	No.1 Marignane Drive, Corner Atlas Road Bonaero Park 1619
4.	The contact telephone number for the Fund is:	(011) 921 0202
5.	The contact facsimile number for the Fund is:	(011) 395 2546
6.	The e-mail address of the Head of the Fund is:	Borerdh@comair.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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

Please direct any queries to:

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: Private Bag 2700, Houghton 2041

Telephone: (011) 484-8300

Facsimile: (011) 484-0582

E-mail: Paia@sahrc.org.za

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

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

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

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

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

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

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Fund booklets and brochures
- Pension Fund Adjudicator Complaints lodged against the Fund
- Participating Employer details

MEMBER RECORDS

- Membership details
- Contribution records
- Member Newsletters and communication
- Medical Records
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation
- Disability claimant records and supporting documentation
- Dependant Details
- Claim records, including notification forms, statements of values, payment instructions, copies of cheque/EFT payment references, in relation to all withdrawals (exits, retirements, deaths and disabilities)

TRUSTEE RECORDS

- Trustee Register
- Fidelity and Indemnity Certificate
- Trustee Elections (Ballot Forms, Nomination Forms)

CONTRACTS

- Insurance Policy documents relating to death and disability benefits.
- Investment Mandate
- Investment Policy
- Contract with Fund Administrator.
- Contract with Actuary
- Contract with Auditor
- Contract with Consultant
- Policy Holder Protection Rules Documentation
- Contract for outsourcing of pensioner liabilities.

FINANCIAL RECORDS

- Revenue Statement and Balance Sheet
- Annual Financial Statements
- Returns for FSB Levies and RFT
- Statutory Valuation Reports

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

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.

- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The forms and fee structure are available on the following websites:

South African Human Rights Commission www.sahrc.org.za

or

Department of Justice and Constitutional Development www.doj.gov.za
(under "regulations").

F. AVAILABILITY OF THE MANUAL

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

COMAIR PENSION SCHEME

JTW WEST CONSTRUCTION CC**1. CONTACT PARTICULARS**

HEAD OF COMPANY: JLJ KRUGER

95 YORK STREET
KRUGERSDORP

Tel (011) 660-9792

Fax: (011) 660-9791

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH JTW WEST CONSTRUCTION CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from JTW WEST CONSTRUCTION

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 COMPANIES ACT 61 OF 1973 (as amended)**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production, project management and services**
- 5.1.2 Contract / customer details**
- 5.1.3 Administrative matters**

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers**
- 5.2.2 Leases**
- 5.2.3 Maintenance**
- 5.2.4 Safety**

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders**
- 5.3.2 Invoices**
- 5.3.3 Delivery notes**

5.4 HUMAN RESOURCES:

- 5.4.1** Disciplinary records
- 5.4.2** Performance assessments and performance records
- 5.4.3** Payroll records
- 5.4.4** Leave, sick leave, maternity and special leave records
- 5.4.5** Returns to UIF
- 5.4.6** OHASA records

5.5 FINANCIAL RECORDS:

- 5.5.1** Annual Financial reports
- 5.5.2** VAT returns
- 5.5.3** Income tax returns and assessments
- 5.5.4** Financial systems and control
- 5.5.5** Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of JTW WEST CONSTRUCTION CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of JTW WEST CONSTRUCTION on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals

- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of JTW WEST CONSTRUCTION; copies are also available from the South African Human Rights Commission and from the Government printer.

JTW CONSTRUCTION CC

1. CONTACT PARTICULARS

HEAD OF COMPANY: JIJ KRUGER

95 YORK STREET
KRUGERSDORP

Tel (011) 660-9792

Fax: (011) 660-9791

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH JTW CONSTRUCTION CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from JTW CONSTRUCTION CC

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 COMPANIES ACT 61 OF 1973 (as amended)**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production, project management and services**
- 5.1.2 Contract / customer details**
- 5.1.3 Administrative matters**

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers**
- 5.2.2 Leases**
- 5.2.3 Maintenance**
- 5.2.4 Safety**

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders**
- 5.3.2 Invoices**
- 5.3.3 Delivery notes**

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Performance assessments and performance records
- 5.4.3 Payroll records
- 5.4.4 Leave, sick leave, maternity and special leave records
- 5.4.5 Returns to UIF
- 5.4.6 OHASA records

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of JTW CONSTRUCTION CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of JTW CONSTRUCTION CC on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals

- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of JTW CONSTRUCTION CC; copies are also available from the South African Human Rights Commission and from the Government printer.

**GEOTEX TEXTILES CC
(89/35617/23)**

1. CONTACT PARTICULARS

HEAD OF CLOSE CORPORATION: SP WEBER

13 BUSSING STREET
AUREUS
RANDFONTEIN

P O Box 6402
GREENHILLS
1767

Tel (011) 412-3954

Fax: (011) 693-7743

E-mail:

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH GEOTEX TEXTILES CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from GEOTEX TEXTILES CC.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 EMPLOYMENT EQUITY ACT 55 OF 1998**
- 4.5 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production, project management and services**
- 5.1.2 Contract / customer details**
- 5.1.3 Administrative matters**

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers**
- 5.2.2 Leases**
- 5.2.3 Maintenance**
- 5.2.4 Safety**

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders**
- 5.3.2 Invoices**
- 5.3.3 Delivery notes**

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Performance assessments and performance records
- 5.4.3 Payroll records
- 5.4.4 Leave, sick leave, maternity and special leave records
- 5.4.5 Returns to UIF
- 5.4.6 Employment Equity reports and statistics

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of GEOTEX TEXTILES CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Managing Director / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of GEOTEX TEXTILES CC on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals

- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of GEOTEX TEXTILES; copies are also available from the South African Human Rights Commission and from the Government printer.

**HENNWILL ENGINEERING
(90/11170/23)**

1. CONTACT PARTICULARS

HEAD OF CLOSE CORPORATION: HJ VAN NIEKERK

13 BUNSEN ROAD
INDUSTRIA
2092

Tel (011) 473-1800

Fax: (011) 473-1788

E-mail:

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149.

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

**3. FACILITATION OF A REQUEST FOR ACCESS TO
INFORMATION, SUBJECTS ON WHICH HENNWILL
ENGINEERING CC HOLDS RECORDS AND THE
CATEGORIES OF RECORDS HELD**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from HENNWILL ENGINEERING CC.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production, project management and services**
- 5.1.2 Contract / customer details**
- 5.1.3 Administrative matters**

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers**
- 5.2.2 Leases**
- 5.2.3 Maintenance**
- 5.2.4 Safety**

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders**
- 5.3.2 Invoices**
- 5.3.3 Delivery notes**

5.4 HUMAN RESOURCES:

- 5.4.1** Disciplinary records
- 5.4.2** Performance assessments and performance records
- 5.4.3** Payroll records
- 5.4.4** Leave, sick leave, maternity and special leave records
- 5.4.5** Returns to UIF
- 5.4.6** OHASA records

5.5 FINANCIAL RECORDS:

- 5.5.1** Annual Financial reports
- 5.5.2** VAT returns
- 5.5.3** Income tax returns and assessments
- 5.5.4** Financial systems and control
- 5.5.5** Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of HENNWILL ENGINEERING CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Managing Director / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of HENNWILL ENGINEERING CC on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals

- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of HENNWILL ENGINEERING CC; copies are also available from the South African Human Rights Commission and from the Government printer.

**MALAGOLD COMPUTERS CC
(2000/07166/23)**

1. CONTACT PARTICULARS

HEAD OF CLOSE CORPORATION: D VAN NIEKERK

8 BANTJES AVENUE
DISCOVERY
1709

Tel (011)672-5191

Fax: (011) 473-1788

E-mail:

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

**3. FACILITATION OF A REQUEST FOR ACCESS TO
INFORMATION, SUBJECTS ON WHICH MALAGOLD
COMPUTERS CC HOLDS RECORDS AND THE
CATEGORIES OF RECORDS HELD**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from MALAGOLD COMPUTERS CC.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

- 5.1 OPERATIONAL / MANUFACTURING RECORDS:**

- 5.1.1 Project management and services**
 - 5.1.2 Contract / customer details**
 - 5.1.3 Administrative matters**

- 5.2 MACHINERY & EQUIPMENT RECORDS:**

- 5.2.1 Assets registers**
 - 5.2.2 Maintenance**

- 5.3 DISTRIBUTION RECORDS:**

- 5.3.1 Orders**
 - 5.3.2 Invoices**
 - 5.3.3 Delivery notes**

- 5.4 HUMAN RESOURCES:**

- 5.4.1 Performance assessments and performance records**

5.4.2 Payroll records**5.5 FINANCIAL RECORDS:****5.5.1 Annual Financial reports****5.5.2 VAT returns****5.5.3 Income tax returns and assessments****5.5.4 Financial systems and control****6 REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form, that is available at the offices of MALAGOLD COMPUTERS CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Managing Director / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of MALAGOLD COMPUTERS CC on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of MALAGOLD COMPUTERS CC; copies are also available from the South African Human Rights Commission and from the Government printer.

HANROS KOMBUISE BK

1. CONTACT PARTICULARS

Head of Company: JM Horn

Plot 82
Boshkop

POSBUS 2028
Zwavelpoort
0036

Tel (012) 802 1270

Fax: (012) 802 1270

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH HANROS KOMBUISE BK HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from HANROS KOMBUISE BK.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

- 5.1 OPERATIONAL / MANUFACTURING RECORDS**

- 5.1.1 Production, project management and services.**
 - 5.1.2 Contract/ customer details**
 - 5.1.3 Administrative matters**

- 5.2 MACHINERY & EQUIPMENT RECORDS:**

- 5.2.1 Assets registers**
 - 5.2.2 Leases**
 - 5.2.3 Maintenance**
 - 5.2.4 Safety**

- 5.3 DISTRIBUTION RECORDS:**

- 5.3.1 Orders**
 - 5.3.2 Invoices**
 - 5.3.3 Delivery notes**

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Payroll records
- 5.4.3 Leave, sick leave, maternity and special leave records
- 5.4.4 Returns to UIF

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of HANROS KOMBUISE BK.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of HANROS KOMBUISE BK on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of HANROS KOMBUISE BK; copies are also available from the South African Human Rights Commission; from the Government printer.

RANEL DEURE BK (95/00916/23)

1. CONTACT PARTICULARS

Head of Company: A.W. WESSELS

Plot 82
Boshkop

Posbus 2002
Swavelpoort
0036

Tel (012) 802 1263

Fax: (012) 802 1273

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH RANEL DEURE BK HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from RANEL DEURE BK.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production , project management and services
- 5.1.2 Contract / customer details
- 5.1.3 Administrative matters

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers
- 5.2.2 Leases

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders
- 5.3.2 Invoices

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Payroll records
- 5.4.3 Leave, sick leave, maternity and special leave records
- 5.4.4 Returns to UIF
- 5.4.5 OHASA records

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

5.6 MARKETING MATERIAL:

- 5.6.1 Newsletters
- 5.6.2 Annual reports

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of RANEL DEURE BK.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of RANEL DEURE BK on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of RANEL DEURE; copies are also available from the South African Human Rights Commission; from the Government printer.

**ULTRAFAB CC
(99/42919/23)**

1. CONTACT PARTICULARS

HEAD OF CLOSE CORPORATION: HJ VAN NIEKERK

**13 BUNSEN ROAD
INDUSTRIA
2092**

Tel (011) 473-1800

Fax: (011) 473-1788

E-mail:

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

**3. FACILITATION OF A REQUEST FOR ACCESS TO
INFORMATION, SUBJECTS ON WHICH ULTRAFAB CC
HOLDS RECORDS AND THE CATEGORIES OF
RECORDS HELD**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from ULTRAFAB CC.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production, project management and services**
- 5.1.2 Contract / customer details**
- 5.1.3 Administrative matters**

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers**
- 5.2.2 Leases**
- 5.2.3 Maintenance**
- 5.2.4 Safety**

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders**
- 5.3.2 Invoices**
- 5.3.3 Delivery notes**

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Performance assessments and performance records
- 5.4.3 Payroll records
- 5.4.4 Leave, sick leave, maternity and special leave records
- 5.4.5 Returns to UIF
- 5.4.6 OHASA records

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of ULTRAFAB CC, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of ULTRAFAB CC on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals

- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of ULTRAFAB CC; copies are also available from the South African Human Rights Commission and from the Government printer.

CUB-DOORS BK (98/51639/23)

1. CONTACT PARTICULARS

Head of Company: A.W. WESSELS

Plot 82
Boshkop

Posbus 2002
Swavelpoort
0036

Tel (012) 802 1263

Fax: (012) 802 1273

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH CUB-DOORS BK HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from CUB-DOORS BK.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production, project management and services**
- 5.1.2 Contract / customer details**
- 5.1.3 Administrative matters**

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers**
- 5.2.2 Leases**

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders**
- 5.3.2 Invoices**

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records**
- 5.4.2 Payroll records**
- 5.4.3 Leave, sick leave, maternity and special leave records**

5.4.4 Returns to UIF**5.5 FINANCIAL RECORDS:****5.5.1 Annual Financial reports****5.5.2 VAT returns****5.5.3 Income tax returns and assessments****5.5.4 Financial systems and control****5.5.5 Short term insurance****5.6 MARKETING MATERIAL:****5.6.1 Newsletters****5.6.2 Annual reports****6 REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request form that is available at the offices of CUB-DOORS BK.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of CUB-DOORS BK on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings

- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of CUB-DOORS BK; copies are also available from the South African Human Rights Commission; from the Government printer.

NESSIE OPPIE LOCH**1. CONTACT PARTICULARS**

MEMBER OF CLOSED CORPORATION: HJ VAN NIEKERK

**PLOT 46
KAALPLAATZ**

Tel (011) 473-1800

Fax: (011) 473-1788

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH NESSIE OPPIE LOCH HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from NESSIE OPPIE LOCH.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)

5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 PROPERTY RECORDS:

5.1.1 Property registers

5.1.2 Leases

5.1.3 Maintenance

5.2 FINANCIAL RECORDS:

5.2.1 Annual Financial reports

5.2.2 Income tax returns and assessments

5.2.3 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of NESSIE OPPIE LOCH, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of NESSIE OPPIE LOCH on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of **NESSIE OPPIE LOCH**; copies are also available from the South African Human Rights Commission and from the Government printer.

**DAIMO PROPERTIES (PTY) LTD
(2000/022099/07)**

1. CONTACT PARTICULARS

HEAD OF COMPANY: HJ VAN NIEKERK

**13 BUNSEN ROAD
INDUSTRIA
2092**

Tel (011) 473-1800

Fax: (011) 473-1788

E-mail:

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

**3. FACILITATION OF A REQUEST FOR ACCESS TO
INFORMATION, SUBJECTS ON WHICH DIAMO
PROPERTIES (PTY) LTD HOLDS RECORDS AND THE
CATEGORIES OF RECORDS HELD**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from DIAMO PROPERTIES (PTY) LTD

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

4.1 COMPANIES ACT 61 OF 1973 (as amended)

- 5** The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 PROPERTY RECORDS:

- 5.1.1** Property registers
- 5.1.2** Leases
- 5.1.3** Maintenance

5.2 FINANCIAL RECORDS:

- 5.2.1** Annual Financial reports
- 5.2.2** Income tax returns and assessments
- 5.2.3** Financial systems and control

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of DIAMO PROPERTIES (PTY) LTD, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Managing Director.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A

copy of the fee structure applicable to private bodies is available at the office of DIAMO PROPERTIES (PTY) LTD on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of DIAMO PROPERTIES (PTY) LTD; copies are also available from the South African Human Rights Commission and from the Government printer.

PICSIE BOOKS**1. CONTACT PARTICULARS**

HEAD OF COMPANY: MR S FRANCESCO

1st Floor
Parkwood Mansions
144 Jan Smuts Ave
PARKWOOD

P O Box 786-340
SANDTON
2146

Tel (011) 442-8175

Fax: (011) 442-7910

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH PICSIE BOOKS HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from PICSIE BOOKS

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL RECORDS:

- 5.1.1 Contract / customer details
- 5.1.2 Administrative matters

5.2 EQUIPMENT RECORDS:

- 5.2.1 Assets registers
- 5.2.2 Maintenance

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders
- 5.3.2 Invoices
- 5.3.3 Delivery notes

5.4 HUMAN RESOURCES:

- 5.4.1** Disciplinary records
- 5.4.2** Performance assessments and performance records
- 5.4.3** Payroll records
- 5.4.4** Leave, sick leave, maternity and special leave records
- 5.4.5** Returns to UIF

5.5 FINANCIAL RECORDS:

- 5.5.1** Annual Financial reports
- 5.5.2** VAT returns
- 5.5.3** Income tax returns and assessments
- 5.5.4** Financial systems and control

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of PICSIE BOOKS, or can be accessed on

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of PISCIE BOOKS on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company

- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of PICSIE BOOKS; copies are also available from the South African Human Rights Commission and from the Government printer.

**BIELFELD DESIGNS CC
(97/30657/23)**

1. CONTACT PARTICULARS

HEAD OF CLOSE CORPORATION: PETER BIELFIELD

345 DERDEPOORT ROAD
SILVERTON

Tel (012) 804-3676

Fax: (012) 804-1618

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

**3. FACILITATION OF A REQUEST FOR ACCESS TO
INFORMATION, SUBJECTS ON WHICH BIELFIELD
DESIGNS CC HOLDS RECORDS AND THE CATEGORIES
OF RECORDS HELD**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request, are available from BIELFIELD DESIGNS CC.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)**
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Contract / customer details**
- 5.1.2 Administrative matters**

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers**
- 5.2.2 Leases**
- 5.2.3 Maintenance**
- 5.2.4 Safety**

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders**
- 5.3.2 Invoices**
- 5.3.3 Delivery notes**

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Performance assessments and performance records
- 5.4.3 Payroll records
- 5.4.4 Leave, sick leave, maternity and special leave records
- 5.4.5 Returns to UIF

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form, that is available at the offices of BIELFIELD DESIGNS CC.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies is available at the office of BIELFIELD DESIGNS CC on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties

- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of BIELFIELD DESIGNS CC; copies are also available from the South African Human Rights Commission and from the Government printer.

D R N ELEKTRIESE KONTRAKTEURS BK (99/34956/23)

1. CONTACT PARTICULARS

Head of Company: A.W. WESSELS

Plot 82
Boshkop

Posbus 2002
Swavelpoort
0036

Tel (012) 802 1263

Fax: (012) 802 1273

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH D R N ELEKTRIESE KONTRAKTEURS BK HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from D R N ELEKTRIESE KONTRAKTEURS BK.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act:

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production , project management and services
- 5.1.2 Contraction / customer details
- 5.1.3 Administrative matters

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers
- 5.2.2 Leases

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders
- 5.3.2 Invoices

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Payroll records
- 5.4.3 Leave, sick leave, maternity and special leave records
- 5.4.4 Returns to UIF
- 5.4.5 OHASA records

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

5.6 MARKETING MATERIAL:

- 5.6.1 Newsletters
- 5.6.2 Annual reports

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of D N R ELEKTRIESE KONTRAKTEURS BK.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of D N R ELEKTRIESE KONTRAKTEURS BK on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of D N R ELEKTRIESE KONTRAKTEURS; copies are also available from the South African Human Rights Commission; from the Government printer.

RICO TRUST (IT 8907/01)

1. CONTACT PARTICULARS

TRUSTEE: A.W. Wessels

Plot 82
Boshkop

Posbus 2028
Zwavelpoort
0036

Tel (012) 802 1270

Fax: (012) 802 1270

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149.

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH RICO TRUST HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from RICO TRUST.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

4.1 TRUST PROPERTY CONTROL ACT 57 OF 1988 (as amended)

- 5** The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 FINANCIAL RECORDS:

- 5.1.1** Annual Financial reports
- 5.1.2** Income tax returns and assessments
- 5.1.3** Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of RICO TRUST.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the TRUSTEE.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A

copy of the fee structure applicable to private bodies is available at the office of RICO TRUST on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of RICO TRUST; copies are also available from the South African Human Rights Commission; from the Government printer.

MIA HORN TRUST (IT 3864/01)

1. CONTACT PARTICULARS

TRUSTEE: Johannes Matthyzen Horn

Plot 82
Boshkop

Posbus 2028
Zwavelpoort
0036

Tel (012) 802 1270

Fax: (012) 802 1270

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH MIA HORN TRUST HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from MIA HORN TRUST.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

4.1 TRUST PROPERTY CONTROL ACT 57 OF 1988 (as amended)

- 5** The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 FINANCIAL RECORDS:

- 5.1.1** Annual Financial reports
- 5.1.2** Income tax returns and assessments
- 5.1.3** Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of MIA HORN TRUST.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the TRUSTEE.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A

copy of the fee structure applicable to private bodies is available at the office of MIA HORN TRUST on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of MIA HORN TRUST; copies are also available from the South African Human Rights Commission; from the Government printer.

HORN FAMILIE TRUST (IT 9500/99)

1. CONTACT PARTICULARS

TRUSTEE: Johannes Matthyzen Horn

Plot 82
Boshkop

Posbus 2028
Zwavelpoort
0036

Tel (012) 802 1270

Fax: (012) 802 1270

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH HORN FAMILIE TRUST HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from HORN FAMILIE TRUST.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

4.1 TRUST PROPERTY CONTROL ACT 57 OF 1988 (as amended)

- 5** The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 FINANCIAL RECORDS:

- 5.1.1** Annual Financial reports
- 5.1.2** Income tax returns and assessments
- 5.1.3** Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of HORN FAMILIE TRUST.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the TRUSTEE.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A

copy of the fee structure applicable to private bodies is available at the office of HORN FAMILIE TRUST on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of HORN FAMILIE TRUST; copies are also available from the South African Human Rights Commission; from the Government printer.

D E S FAMILIE TRUST (IT 8908/01)

1. CONTACT PARTICULARS

TRUSTEE: A.W. Wessels

Plot 82
Boshkop

Posbus 2028
Zwavelpoort
0036

Tel (012) 802 1270

Fax: (012) 802 1270

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITAION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH D E S FAMILIE TRUST HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act.

Copies of the prescribed forms to be completed for submitting a request are available from D E S FAMILIE TRUST.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

4.1 TRUST PROPERTY CONTROL ACT 57 OF 1988 (as amended)

- 5** The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 PROPERTIES

- 5.1.1** Property
- 5.1.2** Agreements

5.1 FINANCIAL RECORDS:

- 5.1.1** Annual Financial reports
- 5.1.2** Income tax returns and assessments
- 5.1.3** Short term insurance

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of D E S FAMILIE TRUST.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the TRUSTEE.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of D E S FAMILIE TRUST on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7. AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of D E S FAMILIE TRUST; copies are also available from the South African Human Rights Commission; from the Government printer.

MANUAL
of
RUBICOR MOTORS &
PANELBEATERS CC

CK 94/00389/23

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

(Private Body)

1 INTRODUCTION

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

1.2 PURPOSE OF THE MANUAL:

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

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

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

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

Wherever reference is made to *"Private Body"* in this manual, it will refer to RUBICOR MOTORS & PANELBEATERS CC a private body within the motor vehicle repair industry, for whom this manual is drafted.

PART I**2 CONTACT DETAILS****2.1 Information Officer: NAOMI BOTHA**

Postal address: P O BOX 902049, BON ACCORD, 0009

Physical Address: LAVENDER ROAD 17, BON ACCORD, PRETORIA

Tel: (012) 562-0023 (W)

Fax: (012) 562-0024

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: RUBICOR MOTORS AND PANELBEATERS CC

2.2.2 Registration No: 1994/00389/23

2.2.3 VAT Registration No: 4180140875

2.2.4 Postal Address: P O BOX 902049, BON ACCORD, 0009

2.2.5 Physical Address (or main place of business): LAVENDER ROAD 17, BON ACCORD, PRETORIA

2.2.6 Telephone Number: (012) 562-0023

2.2.7 Facsimile number: (012) 562-0024

2.2.8 E-mail address: n/a

2.2.9 Website: n/a

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

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

The South African HUMAN RIGHTS COMMISSION,
at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, HOUGHTON, 2041;
Telephone Number: (011) 484-8300;
Facsimile Number: (011) 484-1360;
Website: www.sahrc.org.za;
E-mail Address: PIAI@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

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

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

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

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 INCORPORATION DOCUMENTS AND RECORDS

3.2.1.1 Documents of Incorporation

3.2.1.2 Documents of Association

3.2.1.3 Shareholders agreements

3.2.2 FINANCIAL DOCUMENTS AND RECORDS

3.2.2.1 Regional Services Council records

3.2.2.2 Vat records

3.2.2.3 Tax records

3.2.2.4 PAYE records

3.2.2.5 UIF records

- 3.2.2.6 Invoices
- 3.2.2.7 Yearly statements
- 3.2.2.8 Credit notes
- 3.2.2.9 Banking records
- 3.2.2.10 Cash records
- 3.2.2.11 Annual Financial Statements

3.2.3 OPERATIONAL DOCUMENTS AND RECORDS

- 3.2.3.1 Correspondence with customers
- 3.2.3.2 Database of customers
- 3.2.3.3 Invoices
- 3.2.3.4 Quotations

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

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

- 3.2.4.1 Employment contracts
- 3.2.4.2 Salary records
- 3.2.4.3 Leave records
- 3.2.4.4 Conditions of employment
- 3.2.4.5 Disciplinary records
- 3.2.4.6 Medical History of employees
- 3.2.4.7 SETA records
- 3.2.4.8 Attendance Register
- 3.2.4.9 Registration documents of Bargaining Council

3.2.4.10 Pension Fund

3.2.4.11 Disability Insurance

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

3.2.5 SAFETY RECORDS

3.2.5.1 Safety Manual

3.2.5.2 Accident Record

3.2.5.3 Reports of individual employee's in terms of the Occupational Health and Safety Act

3.2.6 INFORMATION TECHNOLOGY RECORDS

3.2.6.1 Software programs

3.2.7 RECORDS REQUIRED IN TERMS OF LEGISLATION

3.2.7.1 A table of legislation setting out a description of the records of the Private Body is available in accordance with certain legislation. We list the legislation as follows:-

3.2.7.1.1 The Criminal Procedures Act No. 51 of 1997

3.2.7.1.2 The Labour Relations Act 66 of 1995

3.2.7.1.3 The Basic Conditions of Employment Act 75 of 1997

3.2.7.1.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993

3.2.7.1.5 Insolvency Act 24 of 1936

3.2.7.1.6 Constitution of SA Act No. 108 of 1996

3.2.7.1.7 Companies Act No. 61 of 1973

3.2.7.1.8 Unemployment Insurance Act No. 63 of 2001

3.2.7.1.9 Value Added Tax Act No. 89 of 1991

3.2.7.1.10 Income Tax Act No. 58 of 1962

3.2.7.1.11

Closed Corporation Act of 1983

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.8

OTHER PARTY RECORDS

3.2.8.1

Personnel, customer or Private Body records which are held by another party, as opposed to the records held by the Private Body itself;

3.2.8.2

Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers.

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

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

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains -
 - 4.2.1 trade secrets of that third party;
 - 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of the Private Body, which may include -
 - 4.6.1 trade secrets of the Private Body;
 - 4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;
 - 4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;

- 4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

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

5.1 INTERNAL REMEDIES

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

5.2 EXTERNAL REMEDIES

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

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

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
 - 6.3.1 The record or records requested;
 - 6.3.2 The identity of the requester,
 - 6.3.3 Which form of access is required, if the request is granted;
 - 6.3.4 The postal address or fax number of the requester.

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

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

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

7.2.1 PERSONAL REQUESTER

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

7.2.2 OTHER REQUESTER

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

8 FEES

- 8.1 The Act provides for two types of fees, namely:
 - 8.1.1 A request fee, which will be a standard fee; and
 - 8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

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

9 DECISION

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

10 AVAILABILITY OF THE MANUAL

- 10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

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

(Regulation 4)

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

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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) *Your indication as to the required form of access depends 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 the 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 the 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 the 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

A postal fee 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

Indicate which right is to be exercised or protected: _____

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

H. Notice of decision regarding request for access:

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

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

Signed at _____ this _____ day of _____ 200_____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• 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
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• 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

	R
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed	30,00
(per hour or part of an hour reasonably required for such search)	
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

MANUAL
of
DIEDERICKS & FERREIRA
(PTY) LTD.

70/6988/07

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

(Private Body)

1 INTRODUCTION

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

1.2 PURPOSE OF THE MANUAL:

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

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

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

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

Wherever reference is made to *"Private Body"* in this manual, it will refer to DIEDERICKS & FERREIRA (PTY) LTD which operates as a dealer in the purchase and sale of scrap waste metals and iron and for whom this manual is drafted.

PART I**2 CONTACT DETAILS****2.1 Information Officer: IGNATIUS PHILLIPUS HUNTLEY FERREIRA (SNR)**

Postal address: P O Box 17593, Pretoria-North, 0116

Physical Address: Gerrit Maritz Street 399, Pretoria-North

Tel: (012) 546-1443

Fax: (012) 546-0202

E-mail: df@telkomsa.net

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: DIEDERICKS & FERREIRA (PTY) LTD.

2.2.2 Registration No: 70/6988/07

2.2.3 Postal Address: P O Box 17593, Pretoria-North, 0116

2.2.4 Physical Address (or main place of business): Gerrit Maritz Street 399, Pretoria-North

2.2.5 Telephone Number: (012) 546-1443

2.2.6 Facsimile number: (012) 546-0202

2.2.7 E-mail address: df@telkomsa.net

2.2.8 Website: N/A

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

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

The South African HUMAN RIGHTS COMMISSION,
at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, HOUGHTON, 2041;
Telephone Number: (011) 484-8300;
Facsimile Number: (011) 484-1360;
Website: www.sahrc.org.za;
E-mail Address: PAIA@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

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

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

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

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 INCORPORATION DOCUMENTS AND RECORDS

- 3.2.1.1 Documents of Incorporation
- 3.2.1.2 Constitutional/Statutory Documents
- 3.2.1.3 Copies of the Memorandum and Articles of Association
- 3.2.1.4 Minutes of Board of Directors' meetings
- 3.2.1.5 Minutes of Shareholders' meetings
- 3.2.1.6 Minutes of Management meetings

3.2.2 FINANCIAL DOCUMENTS AND RECORDS

- 3.2.2.1 Regional Services Council levy records
- 3.2.2.2 VAT Records

3.2.2.3	Tax Records
3.2.2.4	Employee Tax Records (PAYE)
3.2.2.5	UIF Records
3.2.2.6	Stock Records
3.2.2.7	Asset inventory
3.2.2.8	Asset register
3.2.2.9	Invoices and statements
3.2.2.10	Proof of delivery records
3.2.2.11	Annual statement
3.2.2.12	Auditor's reports
3.2.2.13	Debit notes
3.2.2.14	Credit notes
3.2.2.15	Cheque account
3.2.2.16	Call account
3.2.2.17	Cash records
3.2.2.18	Statements
3.2.2.19	Waste removal records

3.2.3 OPERATIONAL DOCUMENTS AND RECORDS

3.2.3.1	Police licences, Diesel & Gas permits
3.2.3.2	Database of customers
3.2.3.3	Credit Application forms and records
3.2.3.4	Correspondence with customers

- 3.2.3.5 Delivery notes
- 3.2.3.6 Proof of delivery forms
- 3.2.3.7 Proof of delivery notes
- 3.2.3.8 Invoices
- 3.2.3.9 Goods received vouchers
- 3.2.3.10 Goods returned vouchers
- 3.2.3.11 Records with regards to sales and production
- 3.2.3.12 Price lists
- 3.2.3.13 Records pertaining to costing
- 3.2.3.14 Tenders
- 3.2.3.15 Internal policies and procedures

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

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

- 3.2.4.1 Employment contracts
- 3.2.4.2 Identity documents
- 3.2.4.3 Application forms
- 3.2.4.4 Qualifications
- 3.2.4.5 Salary records
- 3.2.4.6 Leave records
- 3.2.4.7 Conditions of employment and other personnel-related records
- 3.2.4.8 Records relating to increases

- 3.2.4.9 Disciplinary records
- 3.2.4.10 Attendance register
- 3.2.4.11 SETA Records
- 3.2.4.12 Unemployment Insurance
- 3.2.4.13 NUMSA Records (Union)
- 3.2.4.14 Records of deductions
- 3.2.4.15 Identification records

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

3.2.5 SAFETY RECORDS

- 3.2.5.1 Accident Records
- 3.2.5.2 Records relating to Occupational Injuries and Diseases
- 3.2.5.3 Occupational Health and Safety records

3.2.6 INFORMATION TECHNOLOGY RECORDS

- 3.2.6.1 Licences
- 3.2.6.2 Software programs and applications
- 3.2.6.3 Computer generated databases and backups

3.2.7 RECORDS REQUIRED IN TERMS OF LEGISLATION

- 3.2.7.1 A table of legislation setting out a description of the records of the Private Body is available in accordance with certain legislation. We list the legislation as follows:-
 - 3.2.7.1.1 Deeds Registries Act 47 of 1937
 - 3.2.7.1.2 Short Term Insurance Act 53 of 1998
 - 3.2.7.1.3 The Criminal Procedures Act 51 of 1977
 - 3.2.7.1.4 The Labour Relations Act 66 of 1995
 - 3.2.7.1.5 Employment Equity Act 55 of 1998

- 3.2.7.1.6 The Basic Conditions of Employment Act 75 of 1997
- 3.2.7.1.7 Insolvency Act 24 of 1936
- 3.2.7.1.8 Constitution of SA Act 108 of 1996
- 3.2.7.1.9 Companies Act 61 of 1973
- 3.2.7.1.10 Unemployment Insurance Act 63 of 2001
- 3.2.7.1.11 Value Added Tax Act 89 of 1991
- 3.2.7.1.12 Income Tax Act 58 of 1962

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.8 OTHER PARTY RECORDS

- 3.2.8.1 Personnel, customer or Private Body records which are held by another party (e.g. marketing agent), as opposed to the records held by the Private Body itself;
- 3.2.8.2 Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers;
- 3.2.8.3 Records relating to the Private Body's marketers / agents.

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

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

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains -
 - 4.2.1 trade secrets of that third party;
 - 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;

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

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

5.1 INTERNAL REMEDIES

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

5.2 EXTERNAL REMEDIES

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

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

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in Appendix 1, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer

at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.

- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
- 6.3.1 The record or records requested;
- 6.3.2 The identity of the requester,
- 6.3.3 Which form of access is required, if the request is granted;
- 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

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

7.2.1 PERSONAL REQUESTER

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

7.2.2 OTHER REQUESTER

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

8 FEES

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

9 DECISION

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

10 AVAILABILITY OF THE MANUAL

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

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

--

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

(Regulation 4)

A. Particulars of Private Body

The Head: _____

B. Particulars of Person requesting access to the record

- | |
|---|
| (a) <i>The particulars of the person who requests access to the records must be recorded below.</i> |
| (b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i> |
| (c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of whose behalf request is made:

<i>This section must be completed only if a request for information is made on behalf of another person</i>

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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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) *Your indication as to the required form of access depends on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

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

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the record consists of visual images:

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

	View the images		Copy of the images *		Transcription of the images*
--	-----------------	--	----------------------	--	------------------------------

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

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

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

	Printed copy of record		Printed copy of information derived from the record *		Copy in computer readable form * (stiffy or compact disc)
--	------------------------	--	---	--	---

<p>* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p>A postal fee is payable.</p>	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

Indicate which right is to be exercised or protected: _____

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

H. Notice of decision regarding request for access:

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

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

Signed at _____ this _____ day of _____ 200_____

 SIGNATURE OF REQUESTER/PERSON
 ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• 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
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• 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

	R
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed (per hour or part of an hour reasonably required for such search)	30,00
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

MANUAL
of
K.FORCE INVESTMENTS
CC

1993/10513/23

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

(Private Body)

1 INTRODUCTION

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

1.2 PURPOSE OF THE MANUAL:

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

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

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

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

Wherever reference is made to *"Private Body"* in this manual, it will refer K.FORCE INVESTMENTS CC a private body within the finance and collection industry, for whom this manual is drafted.

PART I**2 CONTACT DETAILS****2.1 Information Officer: DARRYL ANTHONY KATZIN**

Postal address: P O BOX 13106, NORTHMEAD, 1511

Physical Address: CNR BISSET & HARGEN ROADS, HUGHES, BOKSBURG

Tel: (011) 917-5258

Fax: (011) 917-5258

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: K.FORCE INVESTMENTS CC

2.2.2 Registration No: 1993/10513/23

2.2.3 Vat Registration No: 4370150973

2.2.4 Postal Address: P O BOX 13106, NORTHMEAD, 1511

2.2.5 Physical Address (or main place of business): CNR BISSET & HARGEN ROADS, HUGHES, BOKSBURG

2.2.6 Telephone Number: (011) 917-5258

2.2.7 Facsimile number: (011) 917-5258

2.2.8 E-mail address: tryline@iafrica.com

2.2.9 Website: n/a

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

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

The South African HUMAN RIGHTS COMMISSION,

at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number: (011) 484-8300;

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

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

PART III

3.1 RECORDS OF THE PRIVATE BODY

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

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

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

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 INCORPORATION DOCUMENTS AND RECORDS

3.2.1.1 Documents of Incorporation

3.2.2 FINANCIAL DOCUMENTS AND RECORDS

3.2.2.1 Vat records

3.2.2.2 Tax records

3.2.2.3 PAYE records

3.2.2.4 Asset Inventory

- 3.2.2.5 Invoices
- 3.2.2.6 Monthly statements
- 3.2.2.7 Cheque Account
- 3.2.2.8 Current Account
- 3.2.2.9 Call Account
- 3.2.2.10 Investment Account
- 3.2.2.11 Annual Financial Statements

3.2.3 OPERATIONAL DOCUMENTS AND RECORDS

- 3.2.3.1 Correspondence with customers
- 3.2.3.2 Sales records
- 3.2.3.3 Invoices
- 3.2.3.4 Customer complaints records

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

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

- 3.2.4.1 None

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

3.2.5 SAFETY RECORDS

- 3.2.5.1 None

3.2.6 INFORMATION TECHNOLOGY RECORDS

- 3.2.6.1 Software programs
- 3.2.6.2 Software applications
- 3.2.6.3 Internet connectivity reports

3.2.7 RECORDS REQUIRED IN TERMS OF LEGISLATION

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

- 3.2.7.1.1 Designs Act 195 of 1993
- 3.2.7.1.2 Labour Relations Act 66 of 1995
- 3.2.7.1.3 Employment Equity Act 55 of 1998
- 3.2.7.1.4 Basic Conditions of Employment Act 75 of 1997
- 3.2.7.1.5 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 3.2.7.1.6 Competition Act 89 of 1998
- 3.2.7.1.7 Insolvency Act 24 of 1936
- 3.2.7.1.8 Constitution of SA Act 108 of 1996
- 3.2.7.1.9 Companies Act 61 of 1973
- 3.2.7.1.10 Unemployment Insurance Act 63 of 2001
- 3.2.7.1.11 Value Added Tax Act 89 of 1991
- 3.2.7.1.12 Skills Development Act 9 of 1999
- 3.2.7.1.13 Income Tax Act 58 of 1962
- 3.2.7.1.14 Close Corporation Act

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.8 OTHER PARTY RECORDS

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

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

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

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

- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

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

5.1 INTERNAL REMEDIES

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

5.2 EXTERNAL REMEDIES

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

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

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
- 6.3.1 The record or records requested;
- 6.3.2 The identity of the requester,
- 6.3.3 Which form of access is required, if the request is granted;
- 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.

- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

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

7.2.1 PERSONAL REQUESTER

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

7.2.2 OTHER REQUESTER

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

8 FEES

- 8.1 The Act provides for two types of fees, namely:
- 8.1.1 A request fee, which will be a standard fee; and
- 8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.

- 8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.
- 8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.
- 8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

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

10 AVAILABILITY OF THE MANUAL

- 10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

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

(Regulation 4)

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

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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) *Your indication as to the required form of access depends on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:			
	Copy of record *		Inspection of record

2. If the record consists of visual images:			
(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	View the images		Copy of the images *
			Transcription of the images*

3. If the record consists of recorded words or information which can be reproduced in sound:			
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)

4. If the record is held on computer or in an electronic or machine-readable form:			
	Printed copy of record		Printed copy of information derived from the record *
			Copy in computer readable form * (stiffy or compact disc)

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

YES

NO

A postal fee 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

Indicate which right is to be exercised or protected: _____

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

H. Notice of decision regarding request for access:

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

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

Signed at _____ this _____ day of _____ 200_____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX - 2

REPRODUCTION FEES

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

R	
1,10	• For every photocopy of an A4-size page or part thereof
0,75	• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form
7,50	• For a copy in a computer-readable form on
	- Stiffy disc
	- Compact disc
40,00	• A transcription of visual images, for an A4-size page or part thereof
60,00	• For a copy of visual images
20,00	• A transcription of an audio record, for an A4-size page or part thereof
30,00	• For a copy of an audio record

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

R	
1,10	• For every photocopy of an A4-size page or part thereof
0,75	• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form

	R
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed	30,00
(per hour or part of an hour reasonably required for such search)	
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

MANUAL
of
FANTIQUE TRADE 750 CC

1999/35963/23

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

(Private Body)

1 INTRODUCTION

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

1.2 PURPOSE OF THE MANUAL:

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

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

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

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

Wherever reference is made to *"Private Body"* in this manual, it will refer to FANTIQUE TRADE 750 CC a private body within the financial collection industry, for whom this manual is drafted.

PART I**2 CONTACT DETAILS**

2.1 Information Officer: DARRYL ANTHONY KATZIN

Postal address: P O BOX 13106, NORTHMEAD, 1511

Physical Address: 153 TOP ROAD, ANDERBOLT

Tel: (011) 917-5258

Fax: (011) 917-5258

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: FANTIQUE TRADE 750 CC

2.2.2 Registration No: 1999/35963/23

2.2.3 Vat Registration No.: 4630182683

2.2.4 Postal Address: P O BOX 13106, NORTHMEAD, 1511

2.2.5 Physical Address (or main place of business): 153 TOP ROAD, ANDERBOLT

2.2.6 Telephone Number: (011) 917-5258

2.2.7 Facsimile number: (011) 917-5258

2.2.8 E-mail address: tryline@iafrica.com

2.2.9 Website: n/a

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

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

The South African HUMAN RIGHTS COMMISSION,

at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number: (011) 484-8300;

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

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

PART III

3.1 RECORDS OF THE PRIVATE BODY

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

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

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

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 INCORPORATION DOCUMENTS AND RECORDS

3.2.1.1 Documents of Incorporation

3.2.2 FINANCIAL DOCUMENTS AND RECORDS

3.2.2.1 Vat records

3.2.2.2 Tax records

3.2.2.3 PAYE records

3.2.2.4 Asset Inventory

3.2.2.5 Invoices

3.2.2.6 Monthly statements

3.2.2.7 Cheque Account

3.2.2.8 Current Account

3.2.2.9 Call Account

3.2.2.10 Investment Account

3.2.2.11 Annual Financial Statements

3.2.3 OPERATIONAL DOCUMENTS AND RECORDS

3.2.3.1 Correspondence with customers

3.2.3.2 Sales records

3.2.3.3 Customer complaints records

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

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

3.2.4.1 Temporary employee contract

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

3.2.5 INFORMATION TECHNOLOGY RECORDS

3.2.5.1 Software programs

3.2.5.2 Software applications

3.2.5.3 Internet connectivity reports

3.2.6 RECORDS REQUIRED IN TERMS OF LEGISLATION

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

- 3.2.6.1.1 Labour Relations Act 66 of 1995
- 3.2.6.1.2 Basic Conditions of Employment Act 75 of 1997
- 3.2.6.1.3 Unemployment Insurance Act 63 of 2001
- 3.2.6.1.4 Companies Act 61 of 1973
- 3.2.6.1.5 Credit Agreements Act 75 of 1980
- 3.2.6.1.6 Short term Insurance Act 53 of 1998
- 3.2.6.1.7 Debt Collectors Act 114 of 1998
- 3.2.6.1.8 Constitution of SA Act 108 of 1996
- 3.2.6.1.9 Competition Act 89 of 1998
- 3.2.6.1.10 Insolvency Act 24 of 1936
- 3.2.6.1.11 South African Reserve Bank Act 90 of 1989
- 3.2.6.1.12 Value Added Tax Act 89 of 1991
- 3.2.6.1.13 Skills Development Act 9 of 1999
- 3.2.6.1.14 Income Tax Act 58 of 1962
- 3.2.6.1.15 Close Corporation Act
- 3.2.6.1.16 Finalities in respect of Leases and Land Act.....?
- 3.2.6.1.17 Inspection of Financial Institutions Act???

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.7 OTHER PARTY RECORDS

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

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

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

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

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

5.1 INTERNAL REMEDIES

The Private Body does not have an internal appeal procedure. As such, the decision made by the information officer is final, and requesters will have to exercise such external remedies at

their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the information officer.

5.2 EXTERNAL REMEDIES

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

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

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
 - 6.3.1 The record or records requested;
 - 6.3.2 The identity of the requester,
 - 6.3.3 Which form of access is required, if the request is granted;
 - 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

7.1 Records held by the Private Body may be accessed by requests only once the prerequisite requirements for access have been met.

7.2 A requester is any person making a request for access to a record of the Private Body. There are two types of requesters:

7.2.1 PERSONAL REQUESTER

7.2.1.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.

7.2.1.2 The Private Body will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

7.2.2 OTHER REQUESTER

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

8 FEES

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

8.1.1 A request fee, which will be a standard fee; and

8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.

8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.

8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in Appendix 2.

8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

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

10 AVAILABILITY OF THE MANUAL

- 10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

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

(Regulation 4)

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

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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) *Your indication as to the required form of access depends on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

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

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the record consists of visual images:

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

	View the images		Copy of the images *		Transcription of the images*
--	-----------------	--	----------------------	--	------------------------------

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

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

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

	Printed copy of record		Printed copy of information derived from the record *		Copy in computer readable form * (stiffy or compact disc)
--	------------------------	--	---	--	---

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

YES

NO

A postal fee 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

Indicate which right is to be exercised or protected: _____

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

H. Notice of decision regarding request for access:

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

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

Signed at _____ this _____ day of _____ 200_____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX - 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• 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
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
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The applicable access fees which will be payable are:

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• For every photocopy of an A4-size page or part thereof	1,10
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	R
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
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• To search for a record that must be disclosed (per hour or part of an hour reasonably required for such search)	30,00
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Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

MANUAL
of
GRK INVESTMENTS
CC

1986/07359/23

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

(Private Body)

1 INTRODUCTION

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

1.2 PURPOSE OF THE MANUAL:

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

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

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

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

Wherever reference is made to *"Private Body"* in this manual, it will refer GRK INVESTMENTS CC a private body within the finance and collection industry, for whom this manual is drafted.

PART I

2 CONTACT DETAILS

2.1 Information Officer: **DARRYL ANTHONY. KATZIN**

Postal address: P O BOX 13106, NORTHMEAD, 1511

Physical Address: NO. 3 COVORA ROAD, JET PARK, BOKSBURG

Tel: (011) 917-5258

Fax: (011) 917-5258

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: GRK INVESTMENTS CC

2.2.2 Registration No: 1986/07359/23

2.2.3 Vat Registration No: 4480130675

2.2.4 Postal Address: P O BOX 13106, NORTHMEAD, 1511

2.2.5 Physical Address (or main place of business): NO. 3 COVORA ROAD, JETPARK, BOKSBURG

2.2.6 Telephone Number: (011) 917-5258

2.2.7 Facsimile number: (011) 917-5258

2.2.8 E-mail address: tryline@iafrica.com

2.2.9 Website: n/a

PART II

3 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

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at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number: (011) 484-8300;

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

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3.2.2.4 Asset Inventory

3.2.2.5 Invoices

3.2.2.6 Monthly statements

3.2.2.7 Cheque Account

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3.2.2.10 Investment Account

3.2.2.11 Annual Financial Statements

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3.2.3.1 Correspondence with customers

3.2.3.2 Sales records

3.2.3.3 Invoices

3.2.3.4 Customer complaints records

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

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

3.2.4.1 None.

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

3.2.5 SAFETY RECORDS

3.2.5.1 None.

3.2.6 INFORMATION TECHNOLOGY RECORDS

3.2.6.1 Software programs

3.2.6.2 Software applications

3.2.6.3 Internet connectivity reports

3.2.7 RECORDS REQUIRED IN TERMS OF LEGISLATION

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

- 3.2.7.1.1 Credit Agreements Act 75 of 1980
- 3.2.7.1.2 Debt Collectors Act 114 of 1998
- 3.2.7.1.3 Criminal Procedures Act 51 of 1977
- 3.2.7.1.4 Labour Relations Act 66 of 1995
- 3.2.7.1.5 Employment Equity Act 55 of 1998
- 3.2.7.1.6 Basic Conditions of Employment Act 75 of 1997
- 3.2.7.1.7 Inspection of Financial Institutions Act 18 of 1998
- 3.2.7.1.8 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 3.2.7.1.9 Competition Act 89 of 1998
- 3.2.7.1.10 Insolvency Act 24 of 1936
- 3.2.7.1.11 Constitution of SA Act 108 of 1996
- 3.2.7.1.12 Companies Act 61 of 1973
- 3.2.7.1.13 Unemployment Insurance Act 63 of 2001
- 3.2.7.1.14 Banks Act 94 of 1990
- 3.2.7.1.15 South African Reserve Bank Act 90 of 1989
- 3.2.7.1.16 Value Added Tax Act 89 of 1991
- 3.2.7.1.17 Skills Development Act 9 of 1999
- 3.2.7.1.18 Income Tax Act 58 of 1962
- 3.2.7.1.19 Close Corporation Act

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.8 OTHER PARTY RECORDS

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

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

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

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

- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

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

5.1 INTERNAL REMEDIES

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

5.2 EXTERNAL REMEDIES

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

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

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
- 6.3.1 The record or records requested;
- 6.3.2 The identity of the requester,
- 6.3.3 Which form of access is required, if the request is granted;
- 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.

- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

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

7.2.1 PERSONAL REQUESTER

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

7.2.2 OTHER REQUESTER

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

8 FEES

- 8.1 The Act provides for two types of fees, namely:
 - 8.1.1 A request fee, which will be a standard fee; and
 - 8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.
- 8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours

prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.

8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.

8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

9.1 The Private Body will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

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

10 AVAILABILITY OF THE MANUAL

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

10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

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

(Regulation 4)

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

Full Name and Surname:

Identity Number:

Postal Address:

Telephone Number:

 Fax Number:

E-mail address:

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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) *Your indication as to the required form of access depends on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

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

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the record consists of visual images:

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

	View the images		Copy of the images *		Transcription of the images*
--	-----------------	--	----------------------	--	------------------------------

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

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

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

	Printed copy of record		Printed copy of information derived from the record *		Copy in computer readable form * (stiffy or compact disc)
--	------------------------	--	---	--	---

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

G. Particulars of right to be exercised or protected:

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

Indicate which right is to be exercised or protected: _____

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

H. Notice of decision regarding request for access:

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

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

Signed at _____ this _____ day of _____ 200 _____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• 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
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• 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

	R
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed (per hour or part of an hour reasonably required for such search)	30,00
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

MANUAL
of
TRYCON STEEL
ENGINEERING CC

1993/03713/23

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

(Private Body)

1 INTRODUCTION

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

1.2 PURPOSE OF THE MANUAL:

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

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

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

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

Wherever reference is made to *"Private Body"* in this manual, it will refer to TRYCON STEEL ENGINEERING CC a private body within the manufacturing industry, for whom this manual is drafted.

PART I**2 CONTACT DETAILS****2.1 Information Officer: JARROD X. KATZIN**

Postal address: P O BOX 13106, NORTHMEAD, 1511

Physical Address: 25 MAIN REEF ROAD, BOKSBURG-NORTH

Tel: (011) 917-5258

Fax: (011) 917-5258

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: TRYCON STEEL ENGINEERING CC

2.2.2 Registration No: 1993/03713/23

2.2.3 Vat Registration No: 4640137339

2.2.4 Postal Address: P O BOX 13106, NORTHMEAD, 1511

2.2.5 Physical Address (or main place of business): 25 MAIN REEF ROAD, BOKSBURG NORTH

2.2.6 Telephone Number: (011) 917-5258

2.2.7 Facsimile number: (011) 917-5258

2.2.8 E-mail address: tryline@iafrica.com

2.2.9 Website: n/a

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

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

The South African HUMAN RIGHTS COMMISSION,
at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, HOUGHTON, 2041;
Telephone Number: (011) 484-8300;
Facsimile Number: (011) 484-1360;
Website: www.sahrc.org.za;
E-mail Address: PIAI@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

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

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

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

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 INCORPORATION DOCUMENTS AND RECORDS

3.2.1.1 Documents of Incorporation

3.2.2 FINANCIAL DOCUMENTS AND RECORDS

3.2.2.1 Regional Services Council records

3.2.2.2 Vat records

3.2.2.3 Tax records

3.2.2.4 PAYE records

3.2.2.5 UIF records

- 3.2.2.6 Order forms
- 3.2.2.7 Monthly statements
- 3.2.2.8 Proof of Delivery forms
- 3.2.2.9 Goods received vouchers
- 3.2.2.10 Goods returned vouchers
- 3.2.2.11 Debit Notes
- 3.2.2.12 Credit Notes
- 3.2.2.13 Savings Account
- 3.2.2.14 Cheque Account
- 3.2.2.15 Current Account
- 3.2.2.16 Call Account
- 3.2.2.17 Annual Financial Statements

3.2.3 OPERATIONAL DOCUMENTS AND RECORDS

- 3.2.3.1 Correspondence with customers
- 3.2.3.2 Sales records
- 3.2.3.3 Invoices
- 3.2.3.4 Quality Control plans
- 3.2.3.5 Scheduling and supply of goods / services records
- 3.2.3.6 Price lists
- 3.2.3.7 Quotations

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

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

- 3.2.4.1 Employment contracts
- 3.2.4.2 Payslips
- 3.2.4.3 Leave records
- 3.2.4.4 Records relating to increases
- 3.2.4.5 Disciplinary records
- 3.2.4.6 Attendance register / Clock Card system
- 3.2.4.7 Deduction records
- 3.2.4.8 Identification records

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

3.2.5 SAFETY RECORDS

- 3.2.5.1 Incident records
- 3.2.5.2 Corrective Action records
- 3.2.5.3 Records required by the Council for Occupational Injuries and Diseases
- 3.2.5.4 Quality Control tests records

3.2.6 INFORMATION TECHNOLOGY RECORDS

- 3.2.6.1 Software programs
- 3.2.6.2 Software applications
- 3.2.6.3 Internet connectivity reports

3.2.7 RECORDS REQUIRED IN TERMS OF LEGISLATION

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

- 3.2.7.1.1 Short term Insurance Act 53 of 1998
- 3.2.7.1.2 Credit Agreements Act 75 of 1980
- 3.2.7.1.3 Criminal Procedures Act 51 of 1977
- 3.2.7.1.4 Labour Relations Act 66 of 1995
- 3.2.7.1.5 Employment Equity Act 55 of 1998
- 3.2.7.1.6 Basic Conditions of Employment Act 75 of 1997
- 3.2.7.1.7 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 3.2.7.1.8 Competition Act 89 of 1998
- 3.2.7.1.9 Insolvency Act 24 of 1936
- 3.2.7.1.10 Constitution of SA Act 108 of 1996
- 3.2.7.1.11 Companies Act 61 of 1973
- 3.2.7.1.12 Value Added Tax Act 89 of 1991
- 3.2.7.1.13 Income Tax Act 58 of 1962
- 3.2.7.1.14 Close Corporation Act

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

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- 3.2.8.1 Personnel, customer or Private Body records which are held by another party, as opposed to the records held by the Private Body itself;
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 - 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
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- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of the Private Body, which may include -
 - 4.6.1 trade secrets of the Private Body;
 - 4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;
 - 4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;
 - 4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
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8.1 The Act provides for two types of fees, namely:

8.1.1 A request fee, which will be a standard fee; and

8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.

8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.

8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.

8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

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

10 AVAILABILITY OF THE MANUAL

- 10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

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

(Regulation 4)

A. Particulars of Private Body

The Head:

B. Particulars of Person requesting access to the record

- | |
|---|
| (a) <i>The particulars of the person who requests access to the records must be recorded below.</i> |
| (b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i> |
| (c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of whose behalf request is made:

<i>This section must be completed only if a request for information is made on behalf of another person</i>

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 the Record or relevant part of the record:

2. Reference number, if available:

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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) *Your indication as to the required form of access depends on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

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

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the record consists of visual images:

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

	View the images		Copy of the images *		Transcription of the images*
--	-----------------	--	----------------------	--	------------------------------

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

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

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

	Printed copy of record		Printed copy of information derived from the record *		Copy in computer readable form * (stiffy or compact disc)
--	------------------------	--	---	--	---

* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?
A postal fee is payable.

YES

NO

G. Particulars of right to be exercised or protected:

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

Indicate which right is to be exercised or protected: _____

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

H. Notice of decision regarding request for access:

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

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

Signed at _____ this _____ day of _____ 200_____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• 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
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

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	R
• For a copy in a computer-readable form on	
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• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed	30,00
(per hour or part of an hour reasonably required for such search)	
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

MANUAL
of
FACTAPROPS 1140 CC

1997/63470/23

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

(Private Body)

1 INTRODUCTION

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

1.2 PURPOSE OF THE MANUAL:

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

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

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

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

Wherever reference is made to *"Private Body"* in this manual, it will refer FACTAPROPS 1140 CC a private body within the financial and collection industry, for whom this manual is drafted.

PART I

2 CONTACT DETAILS

2.1 Information Officer: **DARRYL ANTHONY KATZIN**

Postal address: P O BOX 13106, NORTHMEAD, 1511

Physical Address: 127 CRAIG ROAD, ANDERBOLT

Tel: (011) 917-5258

Fax: (011) 917-5258

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: **FACTAPROPS 1140 CC**

2.2.2 Registration No: 1997/63470/23

2.2.3 Vat Registration No: 4460171798

2.2.4 Postal Address: P O BOX 13106, NORTHMEAD, 1511

2.2.5 Physical Address (or main place of business): 127 CRAIG ROAD, ANDERBOLT

2.2.6 Telephone Number: (011) 917-5258

2.2.7 Facsimile number: (011) 917-5258

2.2.8 E-mail address: tryline@iafrica.com

2.2.9 Website: n/a

PART II

3 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

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

The South African HUMAN RIGHTS COMMISSION,

at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number: (011) 484-8300;

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

E-mail Address: PIA1@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

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

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

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

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 INCORPORATION DOCUMENTS AND RECORDS

3.2.1.1 Documents of Incorporation

3.2.2 FINANCIAL DOCUMENTS AND RECORDS

3.2.2.1 Vat records

3.2.2.2 Tax records

3.2.2.3 PAYE records

3.2.2.4 Asset Inventory

3.2.2.5 Invoices

3.2.2.6 Monthly statements

- 3.2.2.7 Cheque Account
- 3.2.2.8 Current Account
- 3.2.2.9 Call Account
- 3.2.2.10 Investment Account
- 3.2.2.11 Annual Financial Statements

3.2.3 OPERATIONAL DOCUMENTS AND RECORDS

- 3.2.3.1 Correspondence with customers
- 3.2.3.2 Sales records
- 3.2.3.3 Invoices
- 3.2.3.4 Customer complaints records

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

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

- 3.2.4.1 None.

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

3.2.5 SAFETY RECORDS

- 3.2.5.1 None.

3.2.6 INFORMATION TECHNOLOGY RECORDS

- 3.2.6.1 Software programs
- 3.2.6.2 Software applications
- 3.2.6.3 Internet connectivity reports

3.2.7**RECORDS REQUIRED IN TERMS OF LEGISLATION****3.2.7.1**

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

3.2.7.1.1

Credit Agreements Act 75 of 1980

3.2.7.1.2

Debt Collectors Act 114 of 1998

3.2.7.1.3

Criminal Procedures Act 51 of 1977

3.2.7.1.4

Labour Relations Act 66 of 1995

3.2.7.1.5

Employment Equity Act 55 of 1998

3.2.7.1.6

Basic Conditions of Employment Act 75 of 1997

3.2.7.1.7

Inspection of Financial Institutions Act 18 of 1998

3.2.7.1.8

Compensation for Occupational Injuries and Diseases Act 130 of 1993

3.2.7.1.9

Competition Act 89 of 1998

3.2.7.1.10

Insolvency Act 24 of 1936

3.2.7.1.11

Constitution of SA Act 108 of 1996

3.2.7.1.12

Companies Act 61 of 1973

3.2.7.1.13

Unemployment Insurance Act 63 of 2001

3.2.7.1.14

Banks Act 94 of 1990

3.2.7.1.15

South African Reserve Bank Act 90 of 1989

3.2.7.1.16

Value Added Tax Act 89 of 1991

3.2.7.1.17

Skills Development Act 9 of 1999

3.2.7.1.18

Income Tax Act 58 of 1962

3.2.7.1.19

Close Corporation Act

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.8 OTHER PARTY RECORDS

3.2.8.1 Personnel, customer or Private Body records which are held by another party, as opposed to the records held by the Private Body itself;

3.2.8.2 Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers.

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

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

4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;

4.2 mandatory protection of the commercial information of a third party, if the record contains -

4.2.1 trade secrets of that third party;

4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;

4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;

4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;

4.4 mandatory protection of the safety of individuals and the protection of property;

4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;

4.6 the commercial activities of the Private Body, which may include -

4.6.1 trade secrets of the Private Body;

4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;

4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;

4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.

- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

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

5.1 INTERNAL REMEDIES

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

5.2 EXTERNAL REMEDIES

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

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

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
- 6.3.1 The record or records requested;
- 6.3.2 The identity of the requester,
- 6.3.3 Which form of access is required, if the request is granted;
- 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.

- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

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

7.2.1 PERSONAL REQUESTER

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

7.2.2 OTHER REQUESTER

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

8 FEES

- 8.1 The Act provides for two types of fees, namely:
- 8.1.1 A request fee, which will be a standard fee; and
- 8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.
- 8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours

prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.

- 8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.
- 8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

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

10 AVAILABILITY OF THE MANUAL

- 10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

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REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

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

(Regulation 4)

A. Particulars of Private Body

The Head:

B. Particulars of Person requesting access to the record

- | |
|---|
| (a) <i>The particulars of the person who requests access to the records must be recorded below.</i> |
| (b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i> |
| (c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of whose behalf request is made:

<i>This section must be completed only if a request for information is made on behalf of another person</i>

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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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) *Your indication as to the required form of access depends on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

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

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the record consists of visual images:

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

	View the images		Copy of the images *		Transcription of the images*
--	-----------------	--	----------------------	--	------------------------------

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

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

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

	Printed copy of record		Printed copy of information derived from the record *		Copy in computer readable form * (stiffy or compact disc)
--	------------------------	--	---	--	---

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

YES

NO

A postal fee is payable.

G. Particulars of right to be exercised or protected:

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

The requester must sign all the additional folios

Indicate which right is to be exercised or protected: _____

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

H. Notice of decision regarding request for access:

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

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

Signed at _____ this _____ day of _____ 200 _____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

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• For a copy of visual images	60,00
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Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

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The applicable access fees which will be payable are:

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	R
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- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed	30,00
(per hour or part of an hour reasonably required for such search)	
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

PART 2 OF 2 STARTS ON PAGE 289