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REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

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Februarie

No. 24347

## 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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**Barloworld**  
*Leading brands*

## **BARLOW'S PENSION FUND**

Reg Number 12/8/689/1

## **MANUAL**

**PREPARED IN TERMS OF SECTION 51 OF  
THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000  
FOR ASSISTANCE IN REQUESTING INFORMATION**

**(1) Contact details of the Fund**

Principal Officer  
P.O. Box 782248, Sandton, 2146  
Tel: (011) 445-1471 Fax: (011) 444-8207  
E-mail address: arthurc@barloworld.com

**(2) The Guide**

The Guide will be made available from the South African Human Rights Commission, not later than August 2003.

**(3) Records which are available without a person having to request access in terms of this Act.**

1. The Sponsor Resolution ( Regulation 8 (ii) to the Pension Funds Act)
2. The Rules of the Fund
3. The latest Statutory Actuarial Valuation Report
4. The latest Audited Financial Statements

**(4) Subjects under which the Fund holds records****(a) Fund Records**

The Rules of the Fund  
Investment Contracts  
Contract with Fund Administrator  
Contract with Actuary  
Contract with Consultants  
Tax Approval letter from SARS  
Fund Membership Statistics  
Record of Minutes of Trustee Board Meetings  
Investment Mandates  
Investment Policy Statement

**(b) Member Records**

Benefit Summary  
Members' contributions details  
Medical Records in terms of Disability Cases  
Pensioner statistics  
Benefit Statement format  
Section 14 Certificates of approval  
Dependants' details  
Historical benefits paid

**(c) Trustees Records**

Proof of Fidelity and Indemnity cover  
Trustee details  
Trustee Elections (Ballot Forms, Nomination Forms)



**(5) Records available in terms of other legislation**

Retirement Fund Tax returns  
RSC Levies Returns Reg. Number 80004239  
FSB Levies paid

Long-term Insurance Act:

Policies of insurance  
Policyholder Protection Rules Documents

Income Tax Act:

Copies of IRP5's

**(6) Other information as may be prescribed**

The Act does not prescribe any other information in this respect, at this stage.

**(7) Availability of the Manual**

In terms of section 9(1) of the PAIA, the Principal Officer must, immediately after the manual has been compiled make available a copy of the manual to-

- (i) the Human Rights Commission;
- (ii) the controlling body of which the private body is a member ( FSB);
- (iii) publish the manual in a Gazette
- (iv) make available the manual on the website, if any, of the private body.

The Principal Officer -

- (i) must, during office hours and upon request, make available for public inspection a copy of the manual;
- (ii) may not charge a fee for a public inspection;

**(8) The Request procedures**

The object of this section is to set out briefly the procedure to be followed by Principal Officers of Retirement Funds in dealing with formal (i.e. in terms of the Act) requests for information. It also contains draft copies of the various notices to be delivered in terms of the Act.

**The Procedure:**

1. In terms of the PAIA, a person requesting access to information (a "requester") must complete and submit a prescribed **Form B**. A copy of Form B appears in the Regulations.

2. The **Form B** may be submitted by post, fax or e-mail to the Principal Officer of the Retirement Fund. Each Principal officer should therefore establish a postal address, telephone number, fax number and e-mail address.
3. Upon receiving **Form B** the Principal Officer must first *peruse* the form to ensure that it contains the following information:
  - sufficient particulars to enable the Principal Officer to identify the record or records requested and the requester;
  - the form of access that is required;
  - a postal address or fax number of the requester in the Republic;
  - the right the requester is seeking to exercise or protect and an explanation of why the requested record is required for the exercise or protection of that right;
  - if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner and the necessary particulars to be so informed;
  - if the request is made on the behalf of a person, proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Principal Officer.
4. If the Form does NOT contain sufficient particulars, the requester should be requested to submit an improved/amended Form.
5. If the Form contains sufficient particulars the Principal Officer must *search* for the requested information in the records of the Fund. In particular it must be established:
  - Whether the information exists and is available;
  - Whether it qualifies as "personal information" for purposes of the Act. No Request fee or deposit is payable by a "personal requester";
  - How long it will take approximately to prepare copies of the record and in what form access will be given eg. Photostat copies or floppy disc. This will determine the Access Fee and whether a deposit is payable by a non-personal requester;
  - Whether the request pertains to information of a Third Party;
  - Whether there may be any reason why the request for access to the specific information should be REFUSED. The Act sets out categories of information where access "*must*", "*may*" or "*may not*" be refused or granted.

**Important:** *In terms of Sec. 56 of the Act a Principal Officer must decide within 30 days of receiving a request whether to grant or refuse the request. A further 30-day extension is possible in terms of Sec. 57.*



6. **Notice to pay Request Fee and Deposit** If the request is not of personal nature the requester must be notified to pay a **Request Fee** and an **Access Fee** and a **Deposit** (if applicable). See **Notice 1**. It should again be borne in mind that the request need not be processed any further before receipt of payment of the request fee and deposit (if applicable).
7. **Access GRANTED: Notice to pay Access fee** If the request is for personal information, no request fee or deposit is payable. The personal requester must however be notified to pay the **Access Fee**. See **Notice 2**. It should be borne in mind that the request need not be processed any further before payment of the access fee is received.
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10. **Third Party Notices** If a request for access to the information pertaining to a so-called "third party" is received, then that "third party" must first be informed of the request by way of notice. See **Notices 5 and 6**. (Notice 6 contains an additional warning i.t.o. Sec. 71(2)(d) where the information might incriminate the third party in possible criminal action or where public safety or the environment might be at risk.)

The third party then has the opportunity to object (within 21 days) to the granting of access to the information. He/she may also consent in writing to the granting of access.

- If the third party consents in writing to access, then the access may be granted.
- If the third party requests the Fund NOT to give access (by way of written or oral representations), then the Information Officer must decide whether to GRANT or REFUSE access to the information.

- If access is **REFUSED**, the third party must be notified. See **Notice 7**.
  - If access is **GRANTED**, the third party must be notified. See **Notice 8**. This notice will state that the third party has 30 days to lodge a court application against the decision, failing which the information will be furnished to the requester.
11. The Act contains various further provisions relating to the granting of access to medical information, the legal steps that a requester can follow where he/she is dissatisfied with a decision of a Principal Officer, etc. The purpose of this manual is only to give a rough indication of the immediate procedure to follow in dealing with requests for access to information.





**Barloworld**  
*Leading brands*

**BARLOWORLD (SOUTH AFRICA)  
RETIREMENT FUND  
(PENSION SECTION)**  
Reg Number 12/8/30919

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4. The Latest Audited Financial Statements

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Contract with Consultants  
FSB Certificate of Registration  
Tax Approval letter from SARS  
Fund membership Statistics  
Fund Trustee Board Minutes  
Trust Deeds where applicable  
Investment Mandates  
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Service Level Agreements

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Dependants' details (where available)  
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Trustee Declarations  
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General Conditions of Employment

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RSC Levies Returns Reg. Number 80875004  
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Policies of Insurance  
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**Barloworld**  
*Leading brands*

**BARLOWORLD (SOUTH AFRICA)  
RETIREMENT FUND  
(PROVIDENT SECTION)**

Reg Number 12/8/30920

**MANUAL**

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Trustee details  
Trustee Declaration  
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General Conditions of employment

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RSC Levies Returns Reg. Number 80199670  
FSB Levies paid

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Policyholder Protection Rules Documents

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**ANYTIME HOLIDAYS (PTY) LIMITED**

**(2002/011372/07)**

**("Anytime")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT, ACT NO 2 OF 2000**

**("Act")**

## **1 INTRODUCTION**

This manual has been prepared to assist persons requesting information and provides procedures to be followed to gain access to information and documentation as provided for in the Act.

Anytime carries on business as the provider of holiday accommodation rental services.

## **2 CONTACT DETAILS**

Name of body : Anytime Holidays (Pty) Limited  
Designated person : Cindy-Jane Allan  
Postal Address : PO Box 188, Anerley, 4230, KZN  
Street Address : 3 Daly Street, Port Shepstone, KZN  
Telephone : (039) 688 5002  
Telefax : (039) 688 5211  
Email : [rene@beekmanbrothers.co.za](mailto:rene@beekmanbrothers.co.za)  
Website : [www.anytimeholidays.co.za](http://www.anytimeholidays.co.za)

## **3 GUIDE IN TERMS OF SECTION 10 OF THE ACT**

In terms Section 10 of the Act, the South African Human Rights Commission shall prepare a guide containing such information as is required in terms of the Act. This guide will be available before the end of August 2003.

The South African Human Rights Commission may be contacted at :

Postal Address : Private Bag 2700, Houghton, 2700  
Telephone : (011) 484 8300  
Telefax : (011) 484 0582  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)

## **4 INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

Anytime keeps information required by the following legislation. This list is not necessarily exhaustive.

- Companies Act, Act No 61 of 1973
- Income Tax Act, Act No 58 of 1962



- Value-Added Tax Act, No 89 of 1991
- Labour Relations Act, No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997
- Estate Agency Affairs Act, No 112 of 1976

## 5 INFORMATION HELD BY ANYTIME IN TERMS OF THE ACT

Anytime holds the following categories of information and documentation:

- Staff records
- Employment contracts, policies and procedures
- Accommodation records
- Brochures
- Rental records
- Financial records
- Commercial contracts

Information and documents relating to the above may be accessed in terms of the Act. Information and documentation is classified in Table 1 and may or may not be disclosed accordingly.

**Table 1**

Classification	Description of document / information	Disclosure
1	Public access document (eg statutory documents)	May be disclosed
2	Subject to copyright (eg brands and logos)	May be disclosed
3	Member access document (eg contract conditions and rules)	Limited disclosure
4	Personal information of person requesting (eg accounts or staff information)	Limited disclosure
5	<i>Sub judice</i> , pending court proceedings	May not be disclosed
6	Unreasonable disclosure of personal information of individual or group (eg salary information)	May not be disclosed
7	Likely to harm the commercial interests of a third person (eg systems and procedures)	May not be disclosed
8	Likely to harm the holder or third parties in negotiations (eg offered prices)	May not be disclosed
9	Would amount to a breach of confidence in contract with a third person	May not be disclosed

10	Likely to compromise the safety of individuals or protection of property	May not be disclosed
11	Legally privileged documents	May not be disclosed
12	Commercial information of holder (eg costing structure, and referrals)	May not be disclosed
13	Likely to prejudice research and development information of holder or third party (eg marketing research results)	May not be disclosed

## **6 PROCEDURE TO ACCESS INFORMATION**

A person requesting access to information should do so by:

- 6.1 submitting the prescribed form to the designated person;
- 6.2 providing sufficient details of the information requested to enable Anytime to identify:
  - the record requested;
  - the name and details of the person requesting;
  - the manner in which the information is to be made available.
- 6.3 paying the prescribed fee.

The prescribed forms and details of the prescribed fees are available from the South African Human Rights Commission on request.

## **7 OTHER INFORMATION PRESCRIBED BY THE ACT**

The Minister has to date not prescribed access to any other information.

**BEEKMAN MANAGEMENT SERVICES (PTY) LIMITED**

**(2000/021800/07)**

**("BMS")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT, ACT NO 2 OF 2000**

**("The Act")**

## **1 INTRODUCTION**

This manual has been prepared to assist persons requesting information and provides procedures to be followed to gain access to information and documentation as provided for in the Act.

BMS carries on business as the provider of administration and management services.

## **2 CONTACT DETAILS**

Name of body : Beekman Management Services (Pty) Limited  
Designated person : Cindy-Jane Allan  
Postal Address : PO Box 188, Anerley, 4230, KZN  
Street Address : 3 Daly Street, Port Shepstone, KZN  
Telephone : (039) 688 5002  
Telefax : (039) 688 5211  
Email : [rene@beekmanbrothers.cp.za](mailto:rene@beekmanbrothers.cp.za)

## **3 GUIDE IN TERMS OF SECTION 10 OF THE ACT**

In terms Section 10 of the Act, the South African Human Rights Commission shall prepare a guide containing such information as is required in terms of the Act. This guide will be available before the end of August 2003.

The South African Human Rights Commission may be contacted at :

Postal Address : Private Bag 2700, Houghton, 2700  
Telephone : (011) 484 8300  
Telefax : (011) 484 0582  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)

## **4 INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

BMS keeps information required by the following legislation. This list is not necessarily exhaustive.

- The Companies Act, Act No 61 of 1973
- Income Tax Act, Act No 58 of 1962
- Value-Added Tax Act, No 89 of 1991
- Labour Relations Act, No 66 of 1995

- Basic Conditions of Employment Act, No 75 of 1997
- Employment Equity Act, No 55 1998

## 5 INFORMATION HELD BY BMS IN TERMS OF THE ACT

BMS holds the following categories of information and documentation:

- Staff records
- Employment contracts, policies and procedures
- Financial records
- Commercial contracts

Information and documents relating to the above may be accessed in terms of the Act. Information and documentation is classified in Table 1 and may or may not be disclosed accordingly.

**Table 1**

Classification	Description of document / information	Disclosure
1	Public access document (eg statutory documents)	May be disclosed
2	Subject to copyright (eg brands and logos)	May be disclosed
3	Member access document (eg contract conditions and rules)	Limited disclosure
4	Personal information of person requesting (eg accounts or staff information)	Limited disclosure
5	<i>Sub judice</i> , pending court proceedings	May not be disclosed
6	Unreasonable disclosure of personal information of individual or group (eg salary information)	May not be disclosed
7	Likely to harm the commercial interests of a third person (eg systems and procedures)	May not be disclosed
8	Likely to harm the holder or third parties in negotiations (eg offered prices)	May not be disclosed
9	Would amount to a breach of confidence in contract with a third person	May not be disclosed
10	Likely to compromise the safety of individuals or protection of property	May not be disclosed
11	Legally privileged documents	May not be disclosed

12	Commercial information of holder (eg costing structure, and referrals)	May not be disclosed
13	Likely to prejudice research and development information of holder or third party (eg marketing research results)	May not be disclosed

## **6 PROCEDURE TO ACCESS INFORMATION**

A person requesting access to information should do so by:

- 6.1 submitting the prescribed form to the designated person;
- 6.2 providing sufficient details of the information requested to enable BMS to identify:
  - the record requested;
  - the name and details of the person requesting;
  - the manner in which the information is to be made available.
- 6.3 paying the prescribed fee.

The prescribed forms and details of the prescribed fees are available from the South African Human Rights Commission on request.

## **7 OTHER INFORMATION PRESCRIBED BY THE ACT**

The Minister has to date not prescribed access to any other information.

**1 August 2002**



**TCT LEISURE (PTY) LIMITED**

**(1982/003430/07)**

**("TCT LEISURE")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT, ACT NO 2 OF 2000**

**("The Act")**

## **1 INTRODUCTION**

This manual has been prepared to assist persons requesting information and provides procedures to be followed to gain access to information and documentation as provided for in the Act.

TCT Leisure carries on business as the developer and marketer of the property time-sharing scheme known as The Holiday Club™.

## **2 CONTACT DETAILS**

Name of body : TCT Leisure (Pty) Limited  
Designated person : Cindy-Jane Allan  
Postal Address : PO Box 188, Anerley, 4230, KZN  
Street Address : 3 Daly Street, Port Shepstone, KZN  
Telephone : (039) 688 5002  
Telefax : (039) 688 5211  
Email : [rene@beekmanbrothers.co.za](mailto:rene@beekmanbrothers.co.za)

## **3 GUIDE IN TERMS OF SECTION 10 OF THE ACT**

In terms Section 10 of the Act, the South African Human Rights Commission shall prepare a guide containing such information as is required in terms of the Act. This guide will be available before the end of August 2003.

The South African Human Rights Commission may be contacted at :

Postal Address : Private Bag 2700, Houghton, 2700  
Telephone : (011) 484 8300  
Telefax : (011) 484 0582  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)

## **4 INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

TCT Leisure keeps information required by the following legislation. This list is not necessarily exhaustive.

- The Companies Act, Act No 61 of 1973
- Income Tax Act, Act No 58 of 1962
- Value-Added Tax Act, No 89 of 1991

- Property Time-Sharing Control Act, No 75 of 1983
- Sectional Titles Act, No 95 of 1986
- Share Blocks Control Act, No 59 of 1980

## 5 INFORMATION HELD BY TCT LEISURE IN TERMS OF THE ACT

TCT Leisure holds the following categories of information and documentation:

- Promotional and marketing materials
- Training materials
- Marketing reports
- Sales reports
- Financial records
- Marketing agent information
- Marketing and commercial contracts

Information and documents relating to the above may be accessed in terms of the Act. Information and documentation is classified in Table 1 and may or may not be disclosed accordingly.

**Table 1**

Classification	Description of document / information	Disclosure
1	Public access document (eg statutory documents)	May be disclosed
2	Subject to copyright (eg brands and logos)	May be disclosed
3	Member access document (eg contract conditions and rules)	Limited disclosure
4	Personal information of person requesting (eg accounts or staff information)	Limited disclosure
5	<i>Sub judice</i> , pending court proceedings	May not be disclosed
6	Unreasonable disclosure of personal information of individual or group (eg salary information)	May not be disclosed
7	Likely to harm the commercial interests of a third person (eg systems and procedures)	May not be disclosed
8	Likely to harm the holder or third parties in negotiations (eg offered prices)	May not be disclosed
9	Would amount to a breach of confidence in contract with a third person	May not be disclosed

10	Likely to compromise the safety of individuals or protection of property	May not be disclosed
11	Legally privileged documents	May not be disclosed
12	Commercial information of holder (eg costing structure, and referrals)	May not be disclosed
13	Likely to prejudice research and development information of holder or third party (eg marketing research results)	May not be disclosed

## **6 PROCEDURE TO ACCESS INFORMATION**

A person requesting access to information should do so by:

- 6.1 submitting the prescribed form to the designated person;
- 6.2 providing sufficient details of the information requested to enable TCT Leisure to identify:
  - the record requested;
  - the name and details of the person requesting;
  - the manner in which the information is to be made available.
- 6.3 paying the prescribed fee.

The prescribed forms and details of the prescribed fees are available from the South African Human Rights Commission on request.

## **7 OTHER INFORMATION PRESCRIBED BY THE ACT**

The Minister has to date not prescribed access to any other information.

**1 August 2002**



**VACATION MANAGEMENT SERVICES (PTY) LIMITED**

**(2000/021800/07)**

**("VMS")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT, ACT NO 2 OF 2000**

**("The Act")**

## **1 INTRODUCTION**

This manual has been prepared to assist persons requesting information and provides procedures to be followed to gain access to information and documentation as provided for in the Act.

VMS carries on business as the provider of administration, resort and scheme management services.

## **2 CONTACT DETAILS**

Name of body : Vacation Management Services (Pty) Limited  
Designated person : Cindy-Jane Allan  
Postal Address : PO Box 188, Anerley, 4230, KZN  
Street Address : 3 Daly Street, Port Shepstone, KZN  
Telephone : (039) 688 5002  
Telefax : (039) 688 5211  
Email : [rene@beekmanbrothers.co.za](mailto:rene@beekmanbrothers.co.za)

## **3 GUIDE IN TERMS OF SECTION 10 OF THE ACT**

In terms Section 10 of the Act, the South African Human Rights Commission shall prepare a guide containing such information as is required in terms of the Act. This guide will be available before the end of August 2003.

The South African Human Rights Commission may be contacted at :

Postal Address : Private Bag 2700, Houghton, 2700  
Telephone : (011) 484 8300  
Telefax : (011) 484 0582  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)

## **4 INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

VMS keeps information required by the following legislation. This list is not necessarily exhaustive.

- The Companies Act, Act No 61 of 1973
- Income Tax Act, Act No 58 of 1962
- Value-Added Tax Act, No 89 of 1991



- Labour Relations Act, No 66 of 1995
- Basic Conditions of Employment Act, No 75 of 1997
- Employment Equity Act, No 55 1998
- Sectional Titles Act, No 95 of 1986
- Estate Agency Affairs Act, No 112 of 1976

## 5 INFORMATION HELD BY VMS IN TERMS OF THE ACT

VMS holds the following categories of information and documentation:

- Staff records
- Employment contracts, policies and procedures
- Financial records
- Commercial contracts
- Fidelity Fund Certification

Information and documents relating to the above may be accessed in terms of the Act. Information and documentation is classified in Table 1 and may or may not be disclosed accordingly.

**Table 1**

Classification	Description of document / information	Disclosure
1	Public access document (eg statutory documents)	May be disclosed
2	Subject to copyright (eg brands and logos)	May be disclosed
3	Member access document (eg contract conditions and rules)	Limited disclosure
4	Personal information of person requesting (eg accounts or staff information)	Limited disclosure
5	<i>Sub judice</i> , pending court proceedings	May not be disclosed
6	Unreasonable disclosure of personal information of individual or group (eg salary information)	May not be disclosed
7	Likely to harm the commercial interests of a third person (eg systems and procedures)	May not be disclosed
8	Likely to harm the holder or third parties in negotiations (eg offered prices)	May not be disclosed
9	Would amount to a breach of confidence in contract with a third person	May not be disclosed

10	Likely to compromise the safety of individuals or protection of property	May not be disclosed
11	Legally privileged documents	May not be disclosed
12	Commercial information of holder (eg costing structure, and referrals)	May not be disclosed
13	Likely to prejudice research and development information of holder or third party (eg marketing research results)	May not be disclosed

## **6 PROCEDURE TO ACCESS INFORMATION**

A person requesting access to information should do so by:

- 6.1 submitting the prescribed form to the designated person;
- 6.2 providing sufficient details of the information requested to enable VMS to identify:
  - the record requested;
  - the name and details of the person requesting;
  - the manner in which the information is to be made available.
- 6.3 paying the prescribed fee.

The prescribed forms and details of the prescribed fees are available from the South African Human Rights Commission on request.

## **7 OTHER INFORMATION PRESCRIBED BY THE ACT**

The Minister has to date not prescribed access to any other information.

**1 August 2002**



**THE HOLIDAY CLUB™ GROUP**

including the following :

**THE LEISURE HOLIDAY CLUB LIMITED**  
(1995/006219/06)

**LEISURE PROPERTY TRUST**  
(T4651/1993)

**LEISURE PROPERTY TRUST MANAGEMENT ASSOCIATION**  
(established in terms of Act 75 of 1983)

**("THE HOLIDAY CLUB™")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT, ACT NO 2 OF 2000**

**("The Act")**

## **1 INTRODUCTION**

This manual has been prepared to assist persons requesting information and provides procedures to be followed to gain access to information and documentation as provided for in the Act.

The Holiday Club™ Group comprises the bodies operating as the property time-sharing scheme known as The Holiday Club™.

## **2 CONTACT DETAILS**

Name of body :       The Leisure Holiday Club Limited  
                          Leisure Property Trust  
                          Leisure Property Trust Management Association

Designated person :   Cindy-Jane Allan

Postal Address :       PO Box 188, Anerley, 4230, KZN

Street Address :       3 Daly Street, Port Shepstone, KZN

Telephone :           (039) 688 5002

Telefax :              (039) 688 5211

Email :                [rene@theholidayclub.com](mailto:rene@theholidayclub.com)

Website :             [www.theholidayclub.com](http://www.theholidayclub.com)

## **3 GUIDE IN TERMS OF SECTION 10 OF THE ACT**

In terms Section 10 of the Act, the South African Human Rights Commission shall prepare a guide containing such information as is required in terms of the Act. This guide will be available before the end of August 2003.

The South African Human Rights Commission may be contacted at :

Postal Address :       Private Bag 2700, Houghton, 2700

Telephone :           (011) 484 8300

Telefax :              (011) 484 0582

Website :             [www.sahrc.org.za](http://www.sahrc.org.za)

## **4 INFORMATION AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

The Holiday Club keeps information required by the following legislation. This list is not necessarily exhaustive.

- Companies Act, Act No 61 of 1973
- Income Tax Act, Act No 58 of 1962
- Value-Added Tax Act, No 89 of 1991
- Property Time-Sharing Control Act, No 75 of 1983
- Sectional Titles Act, No 95 of 1986
- Share Blocks Control Act, No 59 of 1980
- Trust Property Control Act, No 57 1988

## 5 INFORMATION HELD BY THE HOLIDAY CLUB IN TERMS OF THE ACT

The Holiday Club holds the following categories of information and documentation:

- Promotional materials
- Resort and accommodation details and information
- Member and shareholder details and information
- Member transaction records
- Financial records
- Scheme documents
- Scheme and commercial contracts

Information and documents relating to the above may be accessed in terms of the Act. Information and documentation is classified in Table 1 and may or may not be disclosed accordingly.

**Table 1**

Classification	Description of document / information	Disclosure
1	Public access document (eg statutory documents)	May be disclosed
2	Subject to copyright (eg brands and logos)	May be disclosed
3	Member access document (eg contract conditions and rules)	Limited disclosure
4	Personal information of person requesting (eg accounts or staff information)	Limited disclosure
5	<i>Sub judice</i> , pending court proceedings	May not be disclosed
6	Unreasonable disclosure of personal information of individual or group (eg salary information)	May not be disclosed
7	Likely to harm the commercial interests of a third person (eg systems and procedures)	May not be disclosed

8	Likely to harm the holder or third parties in negotiations (eg offered prices)	May not be disclosed
9	Would amount to a breach of confidence in contract with a third person	May not be disclosed
10	Likely to compromise the safety of individuals or protection of property	May not be disclosed
11	Legally privileged documents	May not be disclosed
12	Commercial information of holder (eg costing structure, and referrals)	May not be disclosed
13	Likely to prejudice research and development information of holder or third party (eg marketing research results)	May not be disclosed

## 6 PROCEDURE TO ACCESS INFORMATION

A person requesting access to information should do so by:

- 6.1 submitting the prescribed form to the designated person;
- 6.2 providing sufficient details of the information requested to enable The Holiday Club to identify:
  - the record requested;
  - the name and details of the person requesting;
  - the manner in which the information is to be made available.
- 6.3 paying the prescribed fee.

The prescribed forms and details of the prescribed fees are available from the South African Human Rights Commission on request.

## 7 OTHER INFORMATION PRESCRIBED BY THE ACT

The Minister has to date not prescribed access to any other information.

**1 August 2002**

# PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act)

## SECTION 51 MANUAL FOR J&M OOSTHUIZEN FINANCIAL SERVICES CC

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## INTRODUCTION TO THE J&M OOSTHUIZEN FINANCIAL SERVICES CC

J&M Oosthuizen Financial Services CC was registered in 1990. J&M's is a service company that provides a wide range of services to its clients. Our services include accounting, auditing and taxation.

The above services are in many cases regulated by law:

- ◆ Income tax Act No. 58 of 1962
- ◆ Companies Act and Regulations No. 61 of 1973
- ◆ Close Corporation Act No. 69 of 1984
- ◆ Act on Attorneys No. 53 of 1979
- ◆ Act on Estate Agents No. 112 of 1976.

To name but a few.

The two members of the CC are registered one as a Commercial and Financial Accountant (CFA) and the other as a Chartered Accountant registered with the Public Accountants and Auditors Board (PAAB) and the SA Institute of Chartered Accountants (SAICA).

SAICA, the PAAB and CFA boards ensure proper training of J&M's staff through regulation, and a high standard of continued professional education through a stringent monitoring procedures.

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The Members of J&M has duly authorised **Michelle Oosthuizen** to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

**Postal address:** P O Box 329  
Montana park  
0159

**Street address:** 983 Weaver street  
Montana park  
0159

**Telephone:** +27 12 548 0099

**Facsimile:** +27 12 548 0099



**E-mail:** Available on request only.

**2. THE GUIDE AS DESCRIBED IN SECTION 10. [Section 51(1)(b)]**

The guide will be available from the Human Rights Commission. Please direct any queries to:

**The Human Rights Commission:**

**Postal address:** Private Bag 2700  
HOUGHTON  
2041

**Telephone:** +27 11 484 8300

**Facsimile:** +27 11 484-0582

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

**3. CATEGORIES OF RECORDS OF J&M WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF**

**4. THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

No notice of such records has been made to the Minister.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Records are kept in accordance with the following legislation:

- Income Tax Act No. 58 of 1962
- Close Corporation Act No 69 of 1984

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY J&M AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by J&M**

### **5.2.1 *Client records***

- Client contact details and their representatives
- Tax information
  - VAT, PAYE, SDL, UIF, WCF, RSC, Incometax
    - (a) Reference no.
    - (b) Returns
    - (c) Calculations of the above
- *Audit information*
  - *Audit files as ultimately prescribed by the Act on Public Accountants and Auditors Act No. 80 of 1991 as amended.*
- *Financial Statements*
  - *Annual Financial Statements*
  - *Management Financial statement*
  - *Accounting records detailing the above.*

**5.2.2 Other records**

- *Operational information*

This information can be defined as information needed in the day-to-day running of the organization and is generally of little to no use to persons outside the organization. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general "house-keeping" information).

- *Training Seminars and Events*
- *Trainee accountant records*
- *Training offices files as lodged with FASSET (SETA)*
- *Financial records, including accounting and taxation records.*

**6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

Not applicable.

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

This manual is available from the South African Human Rights Commission (see details above), and J&M Oosthuizen Financial Services CC (see details above).

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50

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

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

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70.00
(d) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonable 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.

## 9. PRESCRIBED REQUEST FORM

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

**[Regulation 10]**

**A. Particulars of private body**

The Head: The Authorised personon of J&M Oosthuizen Financial Services CC:  
Mrs. M. Oosthuizen.

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E- mail address: (optional)

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

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

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

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
--------------------------	-----------------	--------------------------	----------------------

**2. If record 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 Information derived from the record	<input type="checkbox"/>	copy in computer readable from (stiffy or compat disc)
di					

\* 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
YY	

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

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

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS  
MADE

**PROMOTION OF ACCESS TO INFORMATION ACT,  
ACT 2 OF 2000 (The Act)**



**SECTION 51 MANUAL FOR  
G.E. WOLFE-COOTE, CA (SA)**

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**INTRODUCTION TO G.E. WOLFE-COOTE, CA (SA)**

G.E. Wolfe-Coote, CA (SA) started in public practice in August 1994 and is a firm of public accountants and auditors, which provides a wide range of accountancy and financial services to its clients. The principal of the firm is a Chartered Accountant (SA) and a Registered Accountant and Auditor and is registered with the Public Accountants' and Auditors' Board.

The mission of the practice is to provide the highest standard of service to clients and to perform professional services with due care, competence and diligence. The firm has a continuing duty to maintain professional knowledge and skill at a level required to ensure that clients receive the advantage of competent professional service based on up-to-date developments in practice, legislation and techniques.

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The principal of the firm will deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

**Postal and street address:** Blandford House  
67 Caledon Street  
SOMERSET WEST  
7130

**Telephone:** +27 21 851 4357

**Facsimile:** +27 21 852 6756

**E-mail:** wcoote@iafrica.co.za

**2. THE GUIDE AS DESCRIBED IN SECTION 10 [Section 51(1)(b)]**

The guide will be available from the Human Rights Commission. Please direct any queries to –

**The Human Rights Commission:**

**Postal address:** Private Bag 2700  
HOUGHTON  
2041

**Telephone:** +27 11 484 8300

**Facsimile:** +27 11 484-0582

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

3. **CATEGORIES OF RECORDS OF G.E.WOLFE-COOTE, CA (SA) WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2) [Section 51(1)(c)]**

No notice of such records has been made to the Minister.

4. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**

Records are kept in accordance with the following legislation:

- Companies Act, 1973.
- Close Corporations Act, 1984.
- Income Tax Act, 1962.
- Public Accountants' and Auditors' Act, 1991
- Others to be specified where applicable

5. **HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY G.E. WOLFE-COOTE, CA (SA) AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED [Section 51(1)(e)]**

5.1 **How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorized deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- 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.

## 5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS (continued)

- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

### 5.2 Categories of records held by G.E. Wolfe-Coote, CA (SA)

#### 5.2.1 *Web page and library records*

The firm does not have a website.

#### *Library*

The firm's Library consists of a collection of works on various accounting and auditing issues. The material designation of the Library is books and journals. The library is for use by clients and staff only.

#### 5.2.2 *Other records*

- *Operational information*  
This information can be defined as information needed in the day-to-day running of the organization and is generally of little to no use to persons outside the organization. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general "house-keeping" information).
- *Correspondence files*
- *Audit files*
- *Tax files*
- *Human resources files*
- *Trainee accountant records*
- *Financial records, including accounting records.*

**6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

Not applicable.

**7. AVAILABILITY OF THE MANUAL [Section 51(3)]**

This manual is available from the South African Human Rights Commission (see details above), G.E. Wolfe-Coote, CA (SA) (see details above).

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

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

	R
(a) For every photocopy of an A4-size page or part thereof	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7.50
(ii) compact disc (not applicable – no CD-writer)	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 (not available)	20.00
(ii) For a copy of an audio record	30.00

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

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

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1:10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7.50
(ii) compact disc (not applicable – no CD-writer)	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

**8. FEES IN RESPECT OF PRIVATE BODIES (continued)**

4. (1) (e) (i) For a transcription of an audio record, for an A4-size page or part thereof (not available) 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.

**9. PRESCRIBED REQUEST FORM**

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

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

Sole practitioner: G.E. Wolfe-Coote

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**9. PRESCRIBED REQUEST FORM (continued)****C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record (see page 8)**

**F. Form of access to record**

<i>Mark the appropriate box with an X</i>							
<b>NOTES:</b>							
(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i>							
(b) <i>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.</i>							
(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i>							
<b>1. If the record is in written or printed form:</b>							
<input type="checkbox"/>	copy of record *			<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)							
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of images *	<input type="checkbox"/>	transcription of images		
<b>3. If record consists of recorded words of information which can be reproduced in sound:</b>							
<input type="checkbox"/>	listen to the sound track (audio cassette)			<input type="checkbox"/>	transcription of soundtrack * (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>							
<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 your requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?					<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO						
<b>POSTAGE IS PAYABLE</b>							

**G. Particulars of right to be exercised or protected**

<p><i>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.</i></p>
---

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

**H. Notice of decision regarding request for access (see page 9)**

**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**



**SECTION 51 MANUAL FOR ULTIMATE FUND ADMINISTRATORS (PTY)  
LTD**

**A. CONTENTS**

**B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

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

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

Registered Address: Prism Business Park  
Building No. 4  
Cnr William Nicol & Fourways Boulevard  
Fourways

Postal Address: PO Box 721  
Cramerview  
2060

Tel: 011 467 5010

Fax: 011 467 3876

E-mail: [info@ufa.co.za](mailto:info@ufa.co.za)

Website: [www.ufa.co.za](http://www.ufa.co.za)

**2. The section 10 Guide on how to use the Act**

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: 011 484 8300

Fax: 011 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

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

Records in terms of Pension Fund Circular PF No.86 to the Pension Funds Act 24 of 1956 are available.

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

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)**

Circular PF No.86 to the Pension Funds Act 24 of 1956

- ii. Records that may be requested.**

Any information that is not prescribed by Circular PF No.86 to the Pension Funds Act 24 of 1956 may be requested.

- iii. The request procedures**

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

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

**Fees:**

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

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.

After the head of the private body has made a decision on the request, the requester must be notified in the required form.

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

**5. Other information as may be prescribed**

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

**ACKNOWLEDGEMENTS**

The Human Rights Commission is acknowledged for providing the manual guidelines.

# **SANEK TRUST (PROPRIETARY) LIMITED**

**(Registration number: 1997/12788/07)**

**("SANEK")**

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

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4.	Notice(s) in terms of section 52(2) of the Act	6
5.	Information / documents available in accordance with other legislation	7
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10.	Prescribed fees	18

## 1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Sanek as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact Trevor Philip Glaum should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of documents / information from Sanek.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Sanek from time to time;
"SAHRC"	shall mean the South African Human Rights Commission;
"Sanek"	shall mean Sanek Trust (Pty) Limited.



**2. CONTACT DETAILS (Section 51(1)(a) of the Act)**

<b>Name of body :</b>	Sanek Trust (Pty) Limited
<b>Managing Director :</b>	Stephen Malcolm Gore
<b>The appointed information officer :</b>	Trevor Philip Glaum
<b>Address :</b>	13 <sup>th</sup> Floor, ABSA Centre 2 Riebeeck Street CAPE TOWN, 8001
<b>Postal address :</b>	P.O. Box 3082 CAPE TOWN 8000
<b>Telephone :</b>	+27 21 418 4010
<b>Fax :</b>	+27 21 425 2047
<b>E-mail :</b>	trevor@sanek.co.za

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT** (Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

**Contact details of the South African Human Rights Commission:**

PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)**

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

**5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH  
OTHER LEGISLATION (Section 51(1)(d) of the Act)**

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Insolvency Act, Act No. 24 of 1936 (Sections 134)
- Occupational Health and Safety Act, Act No. 85 of 1993

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

**Documents**

The documents / information listed hereinbelow pertain to the day-to-day management of the business of Sanek :-

- Standard Employment Contracts
- Insurance Policies
- Rules and regulations relating to Pension and Provident funds
- Other commercial contracts

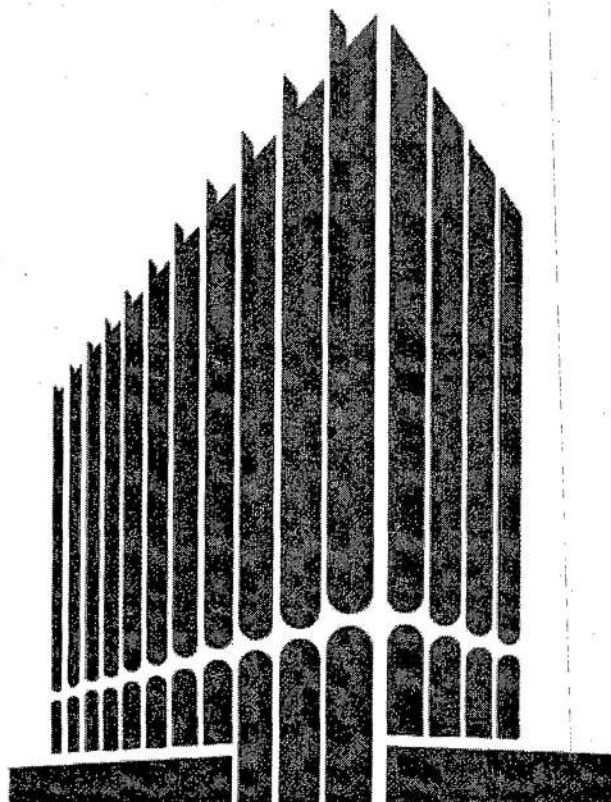
It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**7. OTHER INFORMATION (Section 51(1)(f) of the Act)**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

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

- 8.1 This manual is available for inspection at the offices of Sanek, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Sanek.
- 8.3 The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the *Government Gazette*. However, it should be noted that the manual accessible on the website of SAHRC and in the *Government Gazette*, does not include the request forms or fee structure (set out on pages 11 and further of this manual). The request forms and fee structure can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under "regulations").



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**SAGE GROUP  
L I M I T E D**

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**INFORMATION MANUAL**

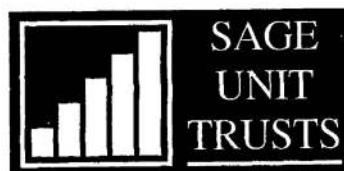
In terms of Section 51 of the Promotion of Access to Information  
Act 2 of 2000



**PROMOTION OF ACCESS TO INFORMATION ACT****SECTION 51 MANUAL FOR SAGE GROUP LTD**

This manual has been prepared for the following entities:

- Sage Group Limited
- Sage Life Limited
- Sage Unit Trusts Limited
- FPS Limited
- Sage Specialised Insurances Limited
- Sage Property Holdings Limited
- Townhomes (Proprietary) Limited
- SMH Land Development (Proprietary) Limited
- Sage Foundation
- Sage Investment Trust Limited
- Sage Group Pension Fund
- Sage Life Agency Force Pension Scheme



**A. CONTENTS**

1. Contact Details
2. Section 10 : Guide on how to use the Act
3. Types of Records
4. Request Procedure
5. Availability of the Manual

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

Sage Group will deal with all queries relating to the entities identified in this manual. All requests for information should be directed to :

**Physical address**

*The Information Officer  
Tanya Mangold  
Sage Group Ltd  
10 Fraser Street  
Johannesburg  
2001*

**Postal address**

*P O Box 7755  
Johannesburg  
2000*

*Tel. no. (011) 377 5907*

*Fax no. (011) 834 2107*

*e-mail : [tanyam@sage.co.za](mailto:tanyam@sage.co.za)*

*Website : [www.sage.co.za](http://www.sage.co.za)*

**2. The Section 10 Guide on how to use the Act**

If you require any assistance with the Promotion of Access to Information Act, Sage refers you to the guide to be published by the South African Human Rights Commission (SAHRC). The SAHRC may be contacted at :

*Private Bag 2700*

*Houghton*

*2041*

*Tel. no.: (011) 484 8300*

*Fax no.: (011) 484 1360*

The guide referred to above will, *inter alia*, contain details on the objects of the Act; the interpretation and use of the Act; the contact details of each public and private body (where possible) and their respective information officers; the information request process; the manner of access to the records of a private body; the remedies available at law for a breach of any

of the provisions of the Act; and details regarding the prescribed fees in terms of the Act.

### 3. **Types of Records**

#### 3.1 Records available in terms of other legislation

A requestor may also request information which is available in terms of legislation listed below :

- 1) Administration of Estates Act, No. 66 of 1965
- 2) Arbitration Act No. 42 of 1965
- 3) Basic Conditions of Employment Act No. 75 of 1997
- 4) Collective Investment Schemes Control Act 45 of 2002
- 5) Companies Act No. 61 of 1973
- 6) Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- 7) Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- 8) Copyright Act No. 98 of 1978
- 9) Credit Agreements Act No. 75 of 1980
- 10) Currency and Exchanges Act No. 9 of 1933
- 11) Employment Equity Act No. 55 of 1998
- 12) Finance Act No. 35 of 2000
- 13) Financial Advisory and Intermediary Services Act No. 37 of 2002
- 14) Financial Intelligence Centre Act No. 38 of 2001
- 15) Financial Services Board Act No. 97 of 1990
- 16) Financial Relations Act No. 65 of 1976
- 17) Harmful Business Practices Act No. 23 of 1999
- 18) Income Tax Act No. 95 of 1967
- 19) Insolvency Act No. 24 of 1936
- 20) Insurance Act No. 27 of 1943
- 21) Intellectual Property Laws Amendments Act No. 38 of 1997
- 22) Labour Relations Act No. 66 of 1995
- 23) Long Term Insurance Act No. 52 of 1998
- 24) Medical Schemes Act No. 131 of 1998
- 25) Occupational Health and Safety Act No. 85 of 1993
- 26) Pension Funds Act No. 24 of 1956
- 27) Post Office Act No. 44 of 1958
- 28) Protection of Businesses Act No. 99 of 1978
- 29) Regional Services Councils Act No. 109 of 1985
- 30) SA Reserve Bank Act No. 90 of 1989
- 31) Short Term Insurance Act No. 53 of 1998
- 32) Skills Development Levies Act No. 9 of 1999
- 33) Skills Development Act No. 97 of 1998

- 34) Stamp Duties Act No. 77 of 1968
- 35) Stock Exchange Control Act No. 1 of 1985
- 36) Tax on Retirement Funds Act No. 38 of 1996
- 37) Trade Marks Act No. 194 of 1993
- 38) Unemployment Contributions Act No. 4 of 2002
- 39) Unemployment Insurance Act No. 63 of 2001
- 40) Unit Trusts Control Act No. 54 of 1981
- 41) Usury Act No. 73 of 1968
- 42) Value Added Tax Act No. 89 of 1991

### 3.2 Records available upon request

A requestor may request records under the following subjects and categories, subject to access being denied in terms of the Act :

- 3.2.1 Personnel records
- 3.2.2 Client-related records
- 3.2.3 Private body records
- 3.2.4 Records in the possession of or pertaining to other bodies

#### 3.2.1 Personnel records

Personnel records include the following :

- any personal records provided to the private body by its personnel;
- any records a third party has provided to the private body about any of its personnel;
- conditions of employment and other personnel-related contractual and quasi-legal records;
- internal evaluation records; and
- other internal records and correspondence

#### 3.2.2 Client-related records

A client includes any natural or juristic entity who receives services from the private body. Client-related information includes the following :

- any records a client has provided to a third party acting for

or on behalf of the private body; and

- any records a third party has provided to the private body; and
- any records generated by or within the private body pertaining to the client, including transactional records.

### 3.2.3 Private body records

This includes but is not limited to the following :

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Treasury-related records;
- Securities and equities; and
- Records held by officials of the private body
- Pension fund records

### 3.2.4 Other Parties

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, subsidiary / holding / sister companies, joint venture companies, service providers. Alternatively, such other parties may possess records which can be said to belong to the private body.

The following records fall under this category :

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

the other party, and records third parties have provided about the contractors / suppliers.

#### 4. **Request procedure**

A requester must make use of the prescribed form when requesting access to a record. The completed request form must be sent to the private body's address, fax number or electronic mail address (which addresses are provided earlier in this manual) and addressed for the attention of the Information Officer.

The prescribed form can be accessed at [www.sahrc.org.za](http://www.sahrc.org.za) or on [www.sage.co.za](http://www.sage.co.za). If assistance is required in obtaining the form, the Information Officer can be contacted on the telephone numbers provided earlier in this manual.

Please provide sufficient details on the request form so as to enable the Information Officer to identify the record and requestor. The requester must also indicate which form of access is required and if any other manner must be used to inform the requester.

The requester must identify whether or not the record pertains to himself personally or to a third party and if he is acting in his personal capacity or not. The requester must indicate what right he seeks to protect or exercise and why the required record is needed for that right.

The request will be processed by the Information Officer who will inform the requester of the fees (if any) payable and of any procedures that must be followed until finalisation of the request. Please note that in the event that a fee is payable, the request will not be processed further until the prescribed fee has been paid. A schedule of the fees payable for the records of private bodies is accessible on [www.sahrc.org.za](http://www.sahrc.org.za) and [www.sage.co.za](http://www.sage.co.za)

#### **PLEASE NOTE**

Access to certain records may or must be denied in terms of the Act. The following are mandatory grounds for refusal (please note that this is not an exhaustive list):

- Information that protects an individual's privacy;
- Information that is privileged from being produced in legal

proceedings;

- Trade secrets, financial, commercial, technical or scientific information;
- Research information;
- The company's commercial information;
- A third party's commercial and confidential information;
- Information relating to the safety of individuals and / or protection of property.

5. **Availability of the manual**

Copies of this manual are available for inspection, free of charge, at Sage Group Limited's offices, the South African Human Rights Commission, the Government Printer and at [www.sage.co.za](http://www.sage.co.za).





ALNET (PTY) LTD. SOUTH AFRICA • HEAD OFFICE AND EXPORT DIVISION  
 MOORSOM AVE, EPPING 2, 7460, CAPE TOWN • PRIVATE BAG X308 EPPINDUST 7475  
 TEL: +27 (21) 530 2400 • FAX: +27 (21) 534 4003 OR +27 (21) 534 8338  
 E-MAIL: sales@alnet.co.za • WEBSITE: www.alnet.co.za

Manual in terms of section 51 of the Promotion of Access to Information Act nos: 2 of 2000

## Alnet (Proprietary) Limited

Registration Number 1953/002549/07

1.	<b>CONTACT PARTICULARS</b>
	<p><b><u>DIRECTORS:</u></b></p> <p>Joachim Vermooten (Executive Chairman)          Neville Read          Marcel Bolsens          Professor David de Villiers          Johan Heyns          Professor Jacobus van Zyl Smit          Ms Marianne Vermooten          Johannes Vermooten</p>
	<p><b><u>PHYSICAL ADDRESS:</u></b>          12/20 Moorsom Avenue          Epping Industria 2          7460</p> <p><b><u>POSTAL ADDRESS:</u></b>          Private Bag X308          Eppindust          7475</p>
	<b><u>PHONE NUMBER:</u></b> (021) 530 2400
	<b><u>FAX NUMBER:</u></b> (021) 534 8338
	<b><u>E-MAIL:</u></b> alanb@alnet.co.za
2.	<b>GUIDE IN TERMS OF THE ACT</b>
	<p>A person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, can obtain a copy of the information guide issued by the Human Rights Commission in all the languages, from the Human Rights Commission phone number (011) 484 8300 fax number (011) 484 7149</p>

DURBAN:  
 NO 4 LARSEN PARK  
 40 EBONYFIELD AVE  
 SPRINGFIELD PARK  
 PO BOX 74319  
 ROCHDALE PARK 4034  
 TEL: +27 (31) 579 1480  
 FAX: +27 (31) 579 1014

JOHANNESBURG:  
 CNR MAIN & PORCELAIN STREET,  
 CLAYVILLE  
 OLIFANTSFONTEIN  
 PO BOX 95  
 OLIFANTSFONTEIN 1665  
 TEL: +27 (11) 316 2019  
 FAX: +27 (11) 316 3009

PORT ELIZABETH:  
 5 COWIE STREET  
 SIDWELL 6001  
 PO BOX 3255  
 NORTH END  
 6056  
 TEL: +27 (41) 453 6051  
 FAX: +27 (41) 453 6052

ST HELENA BAY:  
 SANDY POINT  
 HARBOUR  
 ST HELENA BAY 7390  
 PO BOX 13, ST HELENA BAY  
 7390  
 TEL: +27 (22) 736 1025  
 FAX: +27 (22) 736 1422

WALVIS BAY:  
 MERLUS PROPERTIES BUILDING  
 BEN AMATHILA AVE  
 WALVIS BAY  
 TEL: +27 (9264) 64 204207  
 FAX: +27 (9264) 64 204591

Directors: Joachim Vermooten (Exec. Chairman), JH Heyns, NB Reed, MF Bolsens (Belgian), Prof. J van Zyl Smit, KN Jenkins, Prof D De Villiers, Johannes Vermooten, Dr MI Vermooten, H Mitchell.  
 Company Secretary: Mr A Becker  
 REGISTRATION No. 1953/002549/07

MEMBER OF  
 RENTMEESTER  
 GROUP



3.	<b><u>FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH ALNET (PROPRIETARY) LIMITED, HOLD INFORMATION AND THE CATEGORIES OF INFORMATION HELD</u></b>		
	Information which is not readily available, may be requested in accordance with the procedures prescribed in terms of the Promotion of Access to Information Act.		
4.	<b><u>INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION</u></b>		
	Alnet (Proprietary) Limited is required to keep and make available various records in terms of applicable legislation, which includes, but is not limited to the following:		
	Basic Conditions of Employment Act      Act nos: 75 of 1997		
	Employment Equity Act      Act nos: 55 of 1998		
	Compensation for Occupational Injuries and Diseases Act      Act nos: 130 of 1993		
	Occupational Health and Safety Act      Act nos: 85 of 1993		
	Skills Development Act      Act nos: 97 of 1998		
	Unemployment Insurance Act      Act nos: 30 of 1966		
	Tobacco Product Control Act      Act nos: 12 of 1999		
5.	<b><u>DOCUMENTATION</u></b>		
	Subjects and categories of records kept at Alnet (Proprietary) Limited		
	<ul style="list-style-type: none"> <li>(a) Statutory Documents</li> <li>(b) Company Financial Statements</li> <li>(c) Taxation information</li> <li>(d) Operational records</li> <li>(e) Marketing records</li> <li>(f) Product records</li> <li>(g) Internal Policies and Procedures</li> <li>(h) Database</li> </ul>		
	Any correspondence pertaining to the same and/or all of the above subjects.		
	<table border="0"> <tr> <td style="vertical-align: top;">Personnel Records:</td> <td> <ul style="list-style-type: none"> <li>- Contact details</li> <li>- Full names and identity numbers</li> <li>- Salaries</li> <li>- Benefits</li> <li>- Conditions of employment</li> <li>- Correspondence</li> </ul> </td> </tr> </table>	Personnel Records:	<ul style="list-style-type: none"> <li>- Contact details</li> <li>- Full names and identity numbers</li> <li>- Salaries</li> <li>- Benefits</li> <li>- Conditions of employment</li> <li>- Correspondence</li> </ul>
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Details of all Clients	<ul style="list-style-type: none"> <li>- Contact details</li> <li>- Personal particulars</li> </ul>		
	All administration pertaining to the above and/or any matters incidental thereto.		
6.	<b><u>REQUESTING A RECORD</u></b>		
	<p>Should any person wish to access a record that is not freely available they are to file a request using an applicable form. The forms are to be submitted to the Company Secretary and an appropriate fee will be charged for the applicable request for information. The Company Secretary will be happy to assist with the completion of any form and any other queries relating to this manual and/or act.</p> <p>It is important to note that access to certain records can be denied under certain circumstances where applicable.</p>		

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT ,ACT 2 OF 2000 (The Act) FOR

***AFRI COMPUTERS CC***  
***Registration Number: CK 2001/049620/23***

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Afri Computers CC is a private body whose principal business is the development and sale of computer products. As such, the details required in order for a requester of information to obtain or apply for information which Afri Computers CC holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The members of Afri Computers CC have duly authorised Mr. MW Pretorius to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Afri Computers CC	
<b>Head of Body:</b>	Mr. MW Pretorius	
<b>Postal address:</b>	PO Box 1717 GARSFONTEIN EAST 0060	
<b>Street address:</b>	689 Windsor Road GARSFONTEIN 0060	
<b>Telephone:</b>	+27 12 993 3390	
<b>Facsimile:</b>	+27 12 993 3390	
<b>E-mail:</b>	africomputers@freemail.absa.co.za	
<b>Information Officer:</b>	Mr. MW Pretorius	
<b>Contact details of Information Officer:</b>	(a)	E-mail: africomputere@absa.co.za
	(b)	Phone: +27 12 993 3390
	(c)	Fax: +27 12 993 3390

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit****The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF AFRI COMPUTERS CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Afri Computers CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Afri Computers CC keeps information in accordance with the following legislation:

- CLOSE CORPORATION ACT 69 OF 1984
- INCOME TAX ACT 95 OF 1967

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY AFRI COMPUTERS CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Afri Computers CC**

### **5.2.1 Operational Information**

- *Client Information*
- *Marketing Material*
- *Incorporation Documents*
- *Price Lists*
- *Members Details*

### **5.2.2 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial Reports*
- *Details of Accounting Officer*
- *Tax Returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*
- *Pro Forma Invoices*

### **5.2.3 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

## **7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Afri Computers CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.



**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

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

The Head: Afri Computers CC

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*

(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:



**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:

Form in which record is required:

Mark the appropriate box with an X  
NOTES:

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

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

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
--------------------------	-----------------	--------------------------	----------------------

**2. If record consists of visual images**

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

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

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

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

<b>4. If record is held on computer or in an electronic or machine-readable form:</b>				
	printed copy of record*		printed copy of information derived from the record*	
				copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

**AMELIA TRADING (PTY) LTD**  
**Registration Number: 99/27205/07**

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Amelia Trading (Pty) Ltd is a private body carrying on business as a guesthouse. As such the details required in order for a requester of information to obtain or apply for information which Amelia Trading (Pty) Ltd holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The directors of Amelia Trading (Pty) Ltd have duly authorised Mr K Boon to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Amelia Trading (Pty) Ltd		
<b>Head of Body:</b>	Mr. K Boon		
<b>Postal address:</b>	PO Box 366 IFAFI 0260		
<b>Street address:</b>	28 Beethoven Street HARTBEESPOORT 0216		
<b>Telephone:</b>	+27 12 253 0488		
<b>Facsimile:</b>	+27 12 253 2279		
<b>E-Mail:</b>	klboon@icon.co.za		
<b>Website:</b>	www.beethovenlodge.co.za		
<b>Information Officer:</b>	Mr. K Boon		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 12 253 0488
	(b)	Fax:	+27 12 253 2279
	(c)	E-Mail:	klboon@icon.co.za

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit****The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

**3. CATEGORIES OF RECORDS OF AMELIA TRADING (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Amelia Trading (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Amelia Trading (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY AMELIA TRADING (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Amelia Trading (Pty) Ltd**

### **5.2.1 Operational Information**

- *Client Information*
- *Minutes of Board Meetings*
- *Resolutions*
- *Marketing Material*
- *Memorandum of Articles of Association*
- *Share register*
- *Shareholders agreements*
- *Register of list of directors*
- *Minutes of Executive meetings*
- *Minutes of General meetings*
- *Service contracts with all service providers*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Mortgage bonds, liens, notarial bonds & other securities*

### **5.2.3 Human Resources**

- *Employment contracts*
- *Disciplinary / Performance records*
- *Employee personal details*
- *Training and development plan*
- *Personnel files*
- *Leave, sick leave, maternity and special leave records*
- *PAYE records*

**5.2.4 Financial Records**

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors report
- Tax Returns
- Other documents relating to taxation
- Banking details
- Bank Statements
- Financial commitments
- VAT returns
- Insurance records

**5.2.5 Information Technology**

- Internet agreements

**6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Amelia Trading (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

	R
--	---



- |     |      |   |       |
|-----|------|---|-------|
| (1) | (a)  | For every photocopy of an A4-size page or part thereof  | 1,10  |
|     | (b)  | For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form                                | 0,75  |
|     | (c)  | For a copy in a computer-readable form on -   |       |
|     | (i)  | stiffy disc   | 7,50  |
|     | (ii) | compact disc  | 70,00 |
|     | (d)  | (i) For a transcription of visual images, for an A4-size page or part thereof   | 40,00 |
|     |      | (ii) For a copy of visual images  | 60,00 |
|     | (e)  | (i) For a transcription of an audio record, for an A4-size page or part thereof   | 20,00 |
|     |      | (ii) For a copy of an audio record  | 30,00 |
|     | (f)  | To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such a 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 by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED REQUEST FORM

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

#### [Regulation 10]

#### A. Particulars of private body

The Head: Amelia Trading (Pty) Ltd

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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



**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:

Form in which record is required:

*Mark the appropriate box with an X*

**NOTES:**

- (a) *Compliance with your request in the specified form may depend on the form with 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.*

<b>1. If the record is in written or printed form:</b>				
	copy of record*		inspection of record	
<b>2. If record consists of visual images</b> (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):				
	view the images		copy of the images*	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>				
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)	
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>				
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>				YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

**CHAYAIR MANUFACTURING & AVIATION CC**  
**Registration Number: CK 97/01381/23**

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Chayair Manufacturing & Aviation CC is a private body carrying on business as manufacturers of aircraft. As such, the details required in order for a requester of information to obtain or apply for information which Chayair Manufacturing & Aviation CC holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The members of Chayair Manufacturing and Aviation CC have duly authorised Mrs. MA Pater to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Chayair Manufacturing & Aviation CC	
<b>Head of Body:</b>	Mr. NC Shelley	
<b>Postal address:</b>	PO Box 807 MUSINA 0900	
<b>Street address:</b>	18 Watson Avenue MUSINA 0900	
<b>Telephone:</b>	+27 15 534 3457	
<b>Facsimile:</b>	+27 15 534 3459	
<b>E-mail:</b>	chayair@limpopo.co.za	
<b>Information Officer:</b>	Mrs. MA Pater	
<b>Contact details of Information Officer:</b>	(a) E-mail:	chayair@limpopo.co.za
	(b) Phone:	+27 15 534 3457
	(c) Fax:	+27 15 534 3459

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF CHAYAIR MANUFACTURING & AVIATION CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Chayair Manufacturing and Aviation CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Chayair Manufacturing & Aviation CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- PART 148 OF CIVIL AVIATION REGULATIONS - 1997

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY CHAYAIR MANUFACTURING & AVIATION CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Chayair Manufacturing & Aviation CC**

### **5.2.1 Operational Information**

- *Marketing Material*
- *Contracts with clients and suppliers*
- *Incorporation documents*
- *Price lists*
- *Service contracts with all service providers*
- *Maintenance contracts*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Title deeds in respect of properties owned*
- *Maintenance*

### **5.2.3 Human Resources**

- *Employee personal details*
- *Curriculum vitae*
- *Recruitment and appointment documentation*
- *Training and development plan*
- *Training manuals*
- *Personnel files*
- *Leave, sick leave, maternity and special leave records*
- *PAYE records*
- *Job descriptions*
- *CAA Manual of procedure*

**5.2.4 Financial Records**

- Accounting record books and documentation
- Interim and Annual Financial reports
- Details of Auditors
- External Auditors report
- Tax Returns
- Other documents relating to taxation
- Banking details
- Bank Statements
- Guarantees and securities
- Financial commitments
- VAT returns
- Insurance records

**5.2.5 Information Technology**

- Agreements relating to computer systems and programs

**5.2.6 Risk Management**

- Incident reports relating to security and safety

**5.2.7 Aviation Services**

- Master planning documents
- Plans, drawings and diagrams

**6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Chayair Manufacturing & Aviation CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

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



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

## 9. PRESCRIBED REQUEST FORM

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

#### [Regulation 10]

#### A. Particulars of private body

The Head: Chayair Manufacturing & Aviation CC

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:



Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:

Form in which record is required:

<p>Mark the appropriate box with an X</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form with the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>						
<p><b>1. If the record is in written or printed form:</b></p>						
	copy of record*		inspection of record			
<p><b>2. If record consists of visual images</b> (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</p>						
	view the images		copy of the images*		transcription of the images*	
<p><b>3. If record consists of recorded words or information which can be reproduced in sound:</b></p>						
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)			
<p><b>4. If record is held on computer or in an electronic or machine-readable form:</b></p>						
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disk)	
<p>*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.</p>					<p>YES</p>	<p>NO</p>

**G. Particulars of right to be exercised or protected**

<p><i>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.</i></p>
---

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

**H. Notice of decision regarding request for access**

<p><i>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.</i></p>
--

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

**COMPU PHARM (PTY) LTD**  
**Registration Number: 97/07826/07**

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Compu Pharm (Pty) Ltd is a private body whose principal business consists of pharmaceutical manufacturing. As such, the details required in order for a requester of information to obtain or apply for information which Compu Pharm (Pty) Ltd holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The directors of Compu Pharm (Pty) Ltd have duly authorised Mr. S Schutz to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Compu Pharm (Pty) Ltd		
<b>Head of Body:</b>	Mr. S Schutz		
<b>Postal address:</b>	PO Box 35868 MENLO PARK 0102		
<b>Street address:</b>	Suite 115, Panerto House 476 Kings highway LYNNWOOD 0081		
<b>Telephone:</b>	+27 12 348 9768		
<b>Facsimile:</b>	+27 12 348 9896		
<b>E-Mail:</b>	schutzzy@mweb.co.za		
<b>Information Officer:</b>	Mr. S Schutz		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 12 348 9768
	(b)	Fax:	+27 12 348 9896
	(c)	E-Mail:	schutzzy@mweb.co.za

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit****The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF COMPU PHARM (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Compu Pharm (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Compu Pharm (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- MEDICINES AND RELATED SUBSTANCES CONTROL ACT 101 OF 1965
- PHARMACY ACT 53 OF 1974
- MEDICINES AND RELATED SUBSTANCES CONTROL ACT 59 OF 2002 (Amended)
- MEDICINES AND RELATED SUBSTANCES CONTROL ACT 90 OF 1997

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY COMPU PHARM (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Compu Pharm (Pty) Ltd**

### **5.2.1 Operational Information**

- *Internal phone lists*
- *Client information*
- *Marketing Material*
- *Contracts with clients and suppliers*
- *Memorandum and Articles of Association*
- *Share register*
- *Shareholders agreements*
- *Register of list of directors*
- *Minutes of General meetings*
- *Minutes of Executive meetings*
- *Minutes of Board meetings*
- *Resolutions*
- *Service contracts with all service providers*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors reports*
- *Tax returns*
- *Other documentation relating to taxation*

- Banking details
- Bank statements
- Financial commitments
- VAT returns
- Insurance records

#### 5.2.4 Human Resources

- Employment contracts
- Employee personal details
- Organisation structure
- Recruitment and appointment documentation
- Personnel files
- Leave, sick leave, maternity and special leave records
- PAYE records

#### 5.2.5 Information Technology

- Agreements relating to computer systems & programs

### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual are available for inspection, free of charge, at the offices of Compu Pharm (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

### 8. FEES IN RESPECT OF PRIVATE BODIES

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:



- |     |   | R     |
|-----|---|-------|
| (1) | (a) For every photocopy of an A4-size page or part thereof  | 1,10  |
|     | (b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form                                | 0,75  |
|     | (c) For a copy in a computer-readable form on -   |       |
|     | (i) stiffy disc   | 7,50  |
|     | (ii) compact disc   | 70,00 |
|     | (d) (i) For a transcription of visual images, for an A4-size page or part thereof   | 40,00 |
|     | (ii) For a copy of visual images  | 60,00 |
|     | (e) (i) For a transcription of an audio record, for an A4-size page or part thereof   | 20,00 |
|     | (ii) For a copy of an audio record  | 30,00 |
|     | (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such a 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 by the requester.   |       |
| (3) | The actual postage is payable when a copy of a record must be posted to a requester.  |       |

## 9. PRESCRIBED REQUEST FORM

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

#### [Regulation 10]

#### A. Particulars of private body

The Head: Compu Pharm (Pty) Ltd

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

#### C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:

Form in which record is required:

Mark the appropriate box with an X

NOTES:

- (a) Compliance with your request in the specified form may depend on the form with 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
--------------------------	-----------------	--------------------------	----------------------

<b>2. If record consists of visual images</b> (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):				
	view the images		copy of the images*	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>				
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)	
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>				
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>				YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

***CUTTING EDGE HAIR DESIGN CC***  
***Registration Number: CK 95/17757/23***

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Cutting Edge Hair Design CC is a private body carrying on business as a hair salon. As such the details required in order for a requester of information to obtain or apply for information, which Cutting Edge Hair Design CC holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The members of Cutting Edge Hair Design CC have duly authorised Mr LHB van Zweel to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Cutting Edge Hair Design CC		
<b>Head of Body:</b>	Mr. LHB van Zweel		
<b>Postal address:</b>	PO Box 73271 LYNNWOOD RIDGE 0040		
<b>Street address:</b>	Shop UF 79 Menlyn Park Shopping Centre MENLYN 0102		
<b>Telephone:</b>	+27 12 368 1066		
<b>Facsimile:</b>	+27 12 346 0048		
<b>Information Officer:</b>	Mr. LHB van Zweel		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 12 368 1066
	(b)	Fax:	+27 12 368 0048

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF CUTTING EDGE HAIR DESIGN CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Cutting Edge Hair Design CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Cutting Edge Hair Design CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- EMPLOYMENT EQUITY ACT 55 OF 1998
- PENSION FUND ACT 24 OF 1956

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY CUTTING EDGE HAIR DESIGN CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester

should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Cutting Edge Hair Design CC**

### **5.2.1 Operational Information**

- *Marketing Material*
- *Incorporation Documents*
- *Price lists*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*

### **5.2.3 Human Resources**

- *Employment contracts*
- *Disciplinary / Performance records*
- *Employee personal details*
- *Training and development plan*
- *Training manuals*
- *Personnel files*
- *Leave, sick leave, maternity and special leave records*
- *PAYE records*
- *Job descriptions*

### **5.2.4 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors report*
- *Tax Returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*



- *Guarantees and securities*
- *VAT returns*
- *Insurance records*

#### 5.2.5 *Information Technology*

- *Agreements relating to computer systems and programs*

#### 5.2.6 *Intellectual Property*

- *Licences*

### 6. **OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

### 7. **AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Cutting Edge Hair Design CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

### 8. **FEES IN RESPECT OF PRIVATE BODIES**

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

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

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	



- |     |      |   |       |
|-----|------|---|-------|
|     | (i)  | stiffy disc   | 7,50  |
|     | (ii) | compact disc  | 70,00 |
| (d) | (i)  | For a transcription of visual images,<br>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 ,<br>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<br>hour or part of an hour reasonably required for such a search and<br>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 by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED REQUEST FORM

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

#### [Regulation 10]

#### A. Particulars of private body

The Head: Cutting Edge Hair Design CC

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:

Form in which record is required:

*Mark the appropriate box with an X*

**NOTES:**

- (a) *Compliance with your request in the specified form may depend on the form with 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.*

<b>1. If the record is in written or printed form:</b>			
	copy of record*		inspection of record
<b>2. If record consists of visual images</b> (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	view the images		copy of the images* transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	printed copy of record*		printed copy of information derived from the record* copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

**DAVIDSONS FIBREGLASS (PTY) LTD**  
**Registration Number: 1999/018449/07**

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Davidsons Fibreglass (Pty) Ltd is a private body carrying on business as plastics industries retailers. As such the details required in order for a requester of information to obtain or apply for information, which Davidsons Fibreglass (Pty) Ltd holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The directors of Davidsons Fibreglass (Pty) Ltd have duly authorised Mr. PG Davidson to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Davidsons Fibreglass (Pty) Ltd		
<b>Head of Body:</b>	Mr. PG Davidson		
<b>Postal address:</b>	PO Box 32027 GLENSTANTIA 0010		
<b>Street address:</b>	Unit A2 Gallagher Corner Richards Drive MIDRAND		
<b>Telephone:</b>	+27 11 805 0480		
<b>Facsimile:</b>	+27 11 805 0502		
<b>E-Mail:</b>	mwsilvia@mweb.co.za		
<b>Information Officer:</b>	Mr. PG Davidson		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 11 805 0480
	(b)	Fax:	+27 11 805 0502
	(c)	E-Mail:	mwsilvia@icon.co.za

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF DAVIDSONS FIBREGLASS (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Davidsons Fibreglass (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Davidsons Fibreglass (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY DAVIDSONS FIBREGLASS (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester

should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Davidsons Fibreglass (Pty) Ltd**

### **5.2.1 Operational Information**

- *Client information*
- *Marketing Material*
- *Memorandum and Articles of Association*
- *Share register*
- *Register of list of directors*
- *Minutes of General meetings*
- *Price lists*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Maintenance*

### **5.2.3 Human Resources**

- *Employment contracts*
- *Disciplinary / Performance records*
- *Employee personal details*
- *Recruitment and appointment documentation*
- *Personnel files*
- *Leave, sick leave, maternity and special leave records*
- *PAYE records*
- *Job descriptions*

### **5.2.4 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors report*



- Tax Returns
- Other documents relating to taxation
- Banking details
- Bank Statements
- Financial commitments
- VAT returns
- Insurance records

#### 5.2.5 Information Technology

- Agreements relating to computer systems and programs

### 6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

### 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of Davidsons Fibreglass (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

### 8. FEES IN RESPECT OF PRIVATE BODIES

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50



- (ii) compact disc 70,00
  - (d) (i) For a transcription of visual images, for an A4-size page or part thereof 40,00
  - (ii) For a copy of visual images 60,00
  - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
  - (ii) For a copy of an audio record 30,00
  - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such a 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 by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED REQUEST FORM

### REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

#### [Regulation 10]

#### A. Particulars of private body

The Head: Davidsons Fibreglass (Pty) Ltd

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

#### C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:

Form in which record is required:

Mark the appropriate box with an X

NOTES:

- (a) Compliance with your request in the specified form may depend on the form with 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

<b>2. If record consists of visual images</b> (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.) :					
	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>					YES  NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

***DRS McATAMNEY & CLARK INCORPORATED***  
***Registration Number: 2001/002435/21***

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Drs McAtamney & Clark Incorporated is a private body whose principal business is medical practice. As such, the details required in order for a requester of information to obtain or apply for information which Drs McAtamney & Clark Incorporated holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The members of Drs McAtamney and Clark Incorporated have duly authorised Dr. G McAtamney to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Drs McAtamney & Clark Incorporated		
<b>Head of Body:</b>	Dr. G McAtamney		
<b>Postal address:</b>	PO Box 10933 VORNA VALLEY 1686		
<b>Street address:</b>	Suite 3, Midway Mews Cnr 7 <sup>th</sup> Road and Harry Galaun Str. 1685		
<b>Telephone:</b>	+27 11 315 0462		
<b>Facsimile:</b>	+27 11 315 4211		
<b>Information Officer:</b>	Dr. G McAtamney		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 11 315 0462
	(b)	Fax:	+27 11 315 4211

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF DRS McATAMNEY & CLARK INCORPORATED WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Drs McAtamney and Clark Incorporated to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Drs McAtamney and Clark Incorporated keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- MEDICAL SCHEMES ACT 131 OF 1998

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY DRS McATAMNEY AND CLARK INCORPORATED AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Drs McAtamney and Clark Incorporated**

### **5.2.1 Operational Information**

- *Memorandum and Articles of Association*
- *Share register*
- *Register of list of directors*
- *Minutes of General Meetings*
- *Price lists*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors reports*
- *Tax returns*
- *Other documentation relating to taxation*
- *Banking details*
- *Bank statements*
- *VAT returns*
- *Insurance records*



**5.2.4 Human Resources**

- *Employment contracts*
- *Disciplinary / Performance records*
- *Employee personal details*
- *Recruitment and appointment documentation*
- *Personnel files*
- *Leave, sick leave, maternity and special leave records*
- *PAYE records*
- *Job descriptions*

**5.2.5 Information Technology**

- *Agreements relating to computer systems & programs*

**6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual are available for inspection, free of charge, at the offices of Drs McAtamney & Clark Incorporated (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on computer or in electronic	



	or machine-readable form	0,75
(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
(f)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such a 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 by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED REQUEST FORM

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

#### [Regulation 10]

#### A. Particulars of private body

The Head: Drs McAtamney & Clark Incorporated

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

#### C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X</p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form with the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*

<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	printed copy of record*		printed copy of information derived from the record*
			copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

***DUMONT HEALTHCARE (PTY) LTD***  
***Registration Number: 97/03295/07***

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Dumont Healthcare (Pty) Ltd is a private body whose principal business is financial services to medical practitioners. As such, the details required in order for a requester of information to obtain or apply for information which Dumont Healthcare (Pty) Ltd holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The directors of Dumont Healthcare (Pty) Ltd have duly authorised Mr. S Schutz to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Dumont Healthcare (Pty) Ltd		
<b>Head of Body:</b>	Mr. S Schutz		
<b>Postal address:</b>	PO Box 35868 MENLO PARK 0102		
<b>Street address:</b>	Suite 115, Panerto House 476 Kingshighway LYNNWOOD 0081		
<b>Telephone:</b>	+27 12 348 9768		
<b>Facsimile:</b>	+27 12 348 9896		
<b>E-Mail:</b>	schutzzy@mweb.co.za		
<b>Information Officer:</b>	Mr. S Schutz		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 12 348 9768
	(b)	Fax:	+27 12 348 9896
	(c)	E-Mail:	schutzzy@mweb.co.za

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

**3. CATEGORIES OF RECORDS OF DUMONT HEALTHCARE (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Dumont Healthcare (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Dumont Healthcare (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- LABOUR RELATIONS ACT 66 OF 1995
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY DUMONT HEALTHCARE (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Dumont Healthcare (Pty) Ltd**

### **5.2.1 Operational Information**

- *Internal phone lists*
- *Client information*
- *Marketing Material*
- *Contracts with clients and suppliers*
- *Memorandum and Articles of Association*
- *Share register*
- *Shareholders agreements*
- *Register of list of directors*
- *Minutes of General meetings*
- *Minutes of Executive meetings*
- *Minutes of Board meetings*
- *Resolutions*
- *Service contracts with all service providers*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors reports*
- *Tax returns*
- *Other documentation relating to taxation*
- *Banking details*
- *Bank statements*
- *Financial commitments*
- *VAT returns*
- *Insurance records*



**5.2.4 Human Resources**

- *Employment contracts*
- *Employee personal details*
- *Organisation structure*
- *Recruitment and appointment documentation*
- *Personnel files*
- *Leave, sick leave, maternity and special leave records*
- *PAYE records*

**5.2.5 Information Technology**

- *Agreements relating to computer systems & programs*

**6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Dumont Healthcare (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form	0,75



- (c) For a copy in a computer-readable form on -
    - (i) stiffy disc 7,50
    - (ii) compact disc 70,00
  - (d) (i) For a transcription of visual images, for an A4-size page or part thereof 40,00
  - (ii) For a copy of visual images 60,00
  - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
  - (ii) For a copy of an audio record 30,00
  - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such a 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 by the requester.
  - (3) The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED REQUEST FORM

### REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

#### [Regulation 10]

#### A. Particulars of private body

The Head: Dumont Healthcare (Pty) Ltd

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

#### C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

<i>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.</i>			
Disability:		Form in which record is required:	
<b>Mark the appropriate box with an X</b> <b>NOTES:</b> (a) <i>Compliance with your request in the specified form may depend on the form with the record is available.</i> (b) <i>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.</i> (c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i>			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*

<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	printed copy of record*		printed copy of information derived from the record*
			copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

## *E. ZWYGART - FARMER*

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

E. Zwygart - Farmer is a private body carrying on business as a farmer. As such, the details required in order for a requester of information to obtain or apply for information which E. Zwygart - Farmer holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The owner of E. Zwygart - Farmer has duly authorised Mrs. S Kyossev Zwygart to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	E. Zwygart - Farmer		
<b>Head of Body:</b>	Mr. E Zwygart		
<b>Postal address:</b>	PO Box 534 HEIDELBERG 1438		
<b>Street address:</b>	Portion 31 KAFFERSKRAAL 381 IR		
<b>Telephone:</b>	+27 16 342 0705		
<b>Facsimile:</b>	+27 11 825 5495		
<b>Information Officer:</b>	Mrs. S Kyossev Zwygart		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 11 825 6917
	(b)	Fax:	+27 11 825 5495

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit****The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

**3. CATEGORIES OF RECORDS OF E. ZWYGART - FARMER WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by E. Zwygart - Farmer to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

E. Zwygart - Farmer keeps information in accordance with the following legislation:

- LABOUR RELATIONS ACT 66 OF 1984
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- EMPLOYMENT EQUITY ACT 55 OF 1998
- ENVIROMENT CONSERVATION ACT 73 OF 1989

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY E. ZWYGART - FARMER AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by E. Zwylgart - Farmer**

### **5.2.1 Operational Information**

- *Price Lists*
- *Agricultural Employers Organisation*

### **5.2.2 Human Resources**

- *Employment Contracts*
- *Employee personal details*
- *Recruitment and appointment documentation*
- *Personnel files*
- *Staff accommodation*
- *Leave, sick leave, maternity and special leave reports*
- *Job descriptions*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors reports*
- *Tax returns*
- *Other documentation relating to taxation*
- *Banking details*
- *Bank statements*

### **5.2.4 Intellectual Property**

- *Licences*

### **5.2.5 Risk Management**

- *Occupational health and safety reports*
- *Incident reports relating to security and safety*



**6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual are available for inspection, free of charge, at the offices of E. Zwiygart – Farmer (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

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

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

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

## 9. PRESCRIBED REQUEST FORM

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

#### [Regulation 10]

#### A. Particulars of private body

The Head: E. Zwylgart - Farmer

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

#### C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

#### D. Particulars of record

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:		Form in which record is required:	
Mark the appropriate box with an X <b>NOTES:</b> (a) Compliance with your request in the specified form may depend on the form with 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.			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)

<b>4. If record is held on computer or in an electronic or machine-readable form:</b>						
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disk)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES	NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF ERF 386 MENLO PARK CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Erf 386 Menlo Park CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Erf 386 Menlo Park CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- VALUE ADDED TAX ACT 89 OF 1997
- INCOME TAX ACT 95 OF 1967

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY ERF 386 MENLO PARK CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Erf 386 Menlo Park CC**

### **5.2.1 Operational Information**

- *Incorporation documents*
- *List of Members*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Agreements of lease with tenants and concessionaires*
- *Mortgage bonds, liens, notarial bonds and other securities*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Annual Financial reports*
- *Details of auditors*
- *Tax returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bond Statements*
- *Financial commitments*
- *VAT Returns*
- *Insurance records*

### **5.2.4 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Erf 386 Menlo Park CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

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

The Head: Erf 386 Menlo Park CC

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form with the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (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:				
	printed copy of record*		printed copy of information derived from the record*	
				copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

***ERF 469R BROOKLYN (PTY) LTD***  
***Registration Number: 98/15969/07***

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Erf 469R Brooklyn (Pty) Ltd is a private body whose principal business is investment in fixed property. As such, the details required in order for a requester of information to obtain or apply for information which Erf 469R Brooklyn (Pty) Ltd holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The directors of Erf 469R Brooklyn (Pty) Ltd have duly authorised Mrs. C Schutz to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Erf 469R Brooklyn (Pty) Ltd		
<b>Head of Body:</b>	Mrs. C Schutz		
<b>Postal address:</b>	PO Box 73271 LYNNWOOD RIDGE 0040		
<b>Street address:</b>	217 Aries Street WATERKLOOF RIDGE 0181		
<b>Telephone:</b>	+27 12 346 0455		
<b>Facsimile:</b>	+27 12 346 0048		
<b>E-Mail:</b>	schutzco@icon.co.za		
<b>Information Officer:</b>	Mrs. C Schutz		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 12 346 0455
	(b)	Fax:	+27 12 346 0048
	(c)	E-Mail:	schutzco@icon.co.za

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF ERF 469R BROOKLYN (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Erf 469R Brooklyn (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Erf 469R Brooklyn (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY ERF 469R BROOKLYN (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Erf 469R Brooklyn (Pty) Ltd**

### **5.2.1 Operational Information**

- *Memorandum and Articles of Incorporation*
- *Share register*
- *Register of list of directors*
- *Minutes of general meetings*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Agreements of lease with tenants and concessionaires*
- *Mortgage bonds, liens, notarial bonds and other securities*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Annual Financial reports*
- *Details of auditors*
- *External auditors report*
- *Tax returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*
- *Financial commitments*
- *VAT Returns*
- *Insurance records*

### **5.2.4 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Erf 469R Brooklyn (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

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

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

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

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))**[Regulation 10]****A. Particulars of private body**

The Head: Erf 469R Brooklyn (Pty) Ltd

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*

(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:

Form in which record is required:

*Mark the appropriate box with an X*

**NOTES:**

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

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

copy of record\*

inspection of record

**2. If record consists of visual images**

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

view the images

copy of the images\*

transcription of the images\*

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

listen to the sound-track (audio cassette)

transcription of soundtrack \*  
(written or printed document)



<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 OF 2000 (The Act)  
FOR**

***ERF 584 BONITA CRESCENT (PTY) LTD***  
***Registration Number: 97/12752/07***

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Erf 584 Bonita Crescent (Pty) Ltd is a private body whose principal business is investments in fixed property. As such, the details required in order for a requester of information to obtain or apply for information, which Erf 584 Bonita Crescent (Pty) Ltd holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The directors of Erf 584 Bonita Crescent (Pty) Ltd have duly authorised Mr KA Voigt to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Erf 584 Bonita Crescent (Pty) Ltd		
<b>Head of Body:</b>	Mr. KA Voigt		
<b>Postal address:</b>	PO Box 48602 HERCULES 0030		
<b>Street address:</b>	584 Bonita Crescent Kirkney Ext 5 ZANDFONTEIN		
<b>Telephone:</b>	+27 12 372 1431		
<b>Facsimile:</b>	+27 12 372 1430		
<b>E-Mail:</b>	wrb1@lantic.net		
<b>Information Officer:</b>	Mr. KA Voigt		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 12 372 1431
	(b)	Fax:	+27 12 372 1430
	(c)	E-Mail:	wrb1@lantic.net

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF ERF 584 BONITA CRESCENT (PTY) LTD, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Erf 584 Bonita Crescent (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Erf 584 Bonita Crescent (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY ERF 584 BONITA CRESCENT (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Erf 584 Bonita Crescent (Pty) Ltd**

### **5.2.1 Operational Information**

- *Memorandum and Articles of Association*
- *Share Register*
- *Register of list of directors*
- *Minutes of General Meetings*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Agreements of lease with tenants and concessionaires*
- *Mortgage bonds, liens, notarial bonds and other securities*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors report*
- *Tax Returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bond Statements*
- *Financial commitments*
- *VAT returns*
- *Insurance records*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

## **7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Erf 584 Bonita Crescent (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

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

The Head: Erf 584 Bonita Crescent (Pty) Ltd

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:		Form in which record is required:	
Mark the appropriate box with an X <b>NOTES:</b> (a) Compliance with your request in the specified form may depend on the form with 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.			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<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 disk)



<p><b>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</b></p> <p><b>Postage is payable.</b></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.*

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 OF 2000 (The Act)  
FOR**

***ETERNITY STAR INVESTMENTS 77 CC***  
***Registration Number: CK 2002/049620/23***

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Eternity Star Investments 77 CC is a private body carrying on business as a property holding company. As such, the details required in order for a requester of information to obtain or apply for information which Eternity Star Investments 77 CC holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The member of Eternity Star Investments 77 CC has duly authorised Mr. MW Pretorius to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Eternity Star Investments CC
<b>Head of Body:</b>	Mr. MW Pretorius
<b>Postal address:</b>	PO Box 1717 GARSFONTEIN-EAST 0060
<b>Street address:</b>	689 Windsor Road GARSFONTEIN 0060
<b>Telephone:</b>	+27 12 993 3390
<b>Facsimile:</b>	+27 12 993 3390
<b>Information Officer:</b>	Mr. MW Pretorius
<b>Contact details of Information Officer:</b>	(a) Phone: +27 12 993 3390 (b) Fax: +27 12 993 3390

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

3. **CATEGORIES OF RECORDS OF ETERNITY STAR INVESTMENTS 77 CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Eternity Star Investments 77 CC to the Minister and no such notice has therefore been published.

4. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Eternity Star Investments 77 CC keeps information in accordance with the following legislation:

- CLOSE CORPORATION ACT 69 OF 1984
- INCOME TAX ACT 95 OF 1967
- DEEDS REGISTRIES ACT 47 OF 1937

5. **HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY ETERNITY STAR INVESTMENTS 77 CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Eternity Star Investments 77 CC**

### **5.2.1 Operational Information**

- *Incorporation Documents*
- *Details of Member*

### **5.2.2 Movable and Immovable Property**

- *Title deeds in respect of properties owned*
- *Agreements of lease with tenants and concessionaires*
- *Mortgage bond*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting Record Books and documentation*
- *Interim and Annual Financial reports*
- *Details of Accounting Officer*
- *Tax Returns*
- *Other documentation relating to taxation*
- *Banking details*
- *Bank statements*
- *Financial commitments*
- *Insurance records*

### **5.2.4 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

## **7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Eternity Star Investments 77 (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

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

The Head: Eternity Star Investments 77 CC

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

<i>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.</i>			
Disability:		Form in which record is required:	
Mark the appropriate box with an <b>X</b> <b>NOTES:</b> (a) Compliance with your request in the specified form may depend on the form with 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.			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)



<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 OF 2000 (The Act)  
FOR**

***FARANANI DISTRIBUTORS (PTY) LTD***  
***Registration Number: 1998/007945/07***

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Faranani Distributors (Pty) Ltd is a private body carrying on business as importers, exporters and manufacturers of tapes, adhesives and abrasives. As such, the details required in order for a requester of information to obtain or apply for information, which Faranani Distributors (Pty) Ltd holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The directors of Faranani Distributors (Pty) Ltd have duly authorised Mr. CL Maasburg to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Faranani Distributors (Pty) Ltd									
<b>Head of Body:</b>	Mr. CL Maasburg									
<b>Postal address:</b>	PO Box 1334 SILVERTON 0127									
<b>Street address:</b>	9 Reedbuck Crescent Corporate Park MIDRAND									
<b>Telephone:</b>	+27 11 314 0130									
<b>Facsimile:</b>	+27 11 314 2428									
<b>E-mail:</b>	craig@farananidist.com									
<b>Information Officer:</b>	Mr. CL Maasburg									
<b>Contact details of Information Officer:</b>	<table border="0"> <tbody> <tr> <td>(a)</td> <td>E-mail:</td> <td>craig@farananidist.com</td> </tr> <tr> <td>(b)</td> <td>Phone:</td> <td>+27 11 314 0130</td> </tr> <tr> <td>(c)</td> <td>Fax:</td> <td>+27 11 314 2428</td> </tr> </tbody> </table>	(a)	E-mail:	craig@farananidist.com	(b)	Phone:	+27 11 314 0130	(c)	Fax:	+27 11 314 2428
(a)	E-mail:	craig@farananidist.com								
(b)	Phone:	+27 11 314 0130								
(c)	Fax:	+27 11 314 2428								

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF FARANANI DISTRIBUTORS (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Faranani Distributors (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Faranani Distributors (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- COPYRIGHT ACT 98 OF 1978

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY FARANANI DISTRIBUTORS (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Faranani Distributors (Pty) Ltd**

### **5.2.1 Operational Information**

- *Internal phone lists*
- *Client Information*
- *Company Policies*
- *Minutes of board meetings*
- *Resolutions*
- *Contracts with clients and Suppliers*
- *Incorporation documents*
- *Memorandum and Articles of Association*
- *Share Register*
- *Shareholders Agreements*
- *List of Directors*
- *Price Lists*

### **5.2.2 Human Resources**

- *Organisation Structure*

### **5.2.3 Financial Records**

- *Accounting Record Books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *Tax returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*
- *VAT Returns*

### **5.2.4 Procurement**

- *Tender Submissions*

**5.2.5 Communication***Internal and external correspondence***6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Faranani Distributors (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

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

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

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

- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such a 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 by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED REQUEST FORM

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

#### [Regulation 10]

#### A. Particulars of private body

The Head: Faranani Distributors (Pty) Ltd

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

#### C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

#### D. Particulars of record

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

- |     |  |
|-----|--|
| (a) | <i>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.</i> |
| (b) | <i>You will be notified of the amount required to be paid as the request fee.</i>  |
| (c) | <i>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.</i>     |
| (d) | <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i>  |

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

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

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
--------------------------	-----------------	--------------------------	----------------------

**2. If record consists of visual images**

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

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

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

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



<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 OF 2000 (The Act)  
FOR**

***FOUNTAINS FARM (PTY) LTD***  
***Registration Number: 80/11187/07***

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Fountains Farm (Pty) Ltd is a private body whose principal business is farming property holding. As such, the details required in order for a requester of information to obtain or apply for information which Fountains Farm (Pty) Ltd holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The directors of Fountains Farm (Pty) Ltd have duly authorised Mrs. S Kyossef Zwygart to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Fountains Farm (Pty) Ltd
<b>Head of Body:</b>	Mr. E Zwygart
<b>Postal address:</b>	PO Box 534 HEIDELBERG 1438
<b>Street address:</b>	Portion 31 KAFFERSKRAAL 381 IR
<b>Telephone:</b>	+27 16 342 0705
<b>Facsimile:</b>	+27 11 825 5495
<b>Information Officer:</b>	Mrs. S Kyossef Zwygart
<b>Contact details of Information Officer:</b>	(a) Phone: +27 11 825 6917 (b) Fax: +27 11 825 5495

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF FOUNTAINS FARM (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Fountains Farm (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Fountains Farm (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- REGIONAL SERVICES ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY FOUNTAINS FARM (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Fountains Farm (Pty) Ltd**

### **5.2.1 Operational Information**

- *Memorandum and Articles of Association*
- *Share register*
- *Register of list of directors*
- *Minutes of General Meetings*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Title deeds in respect of properties owned*
- *Agreements of lease with tenants and concessionaires*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors reports*
- *Tax returns*
- *Other documentation relating to taxation*
- *Insurance records*
- *Investment records*

### **5.2.4 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Fountains Farm (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

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

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))**[Regulation 10]****A. Particulars of private body**

The Head: Fountains Farm (Pty) Ltd

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X</p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form with the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)



<b>4. If record is held on computer or in an electronic or machine-readable form:</b>						
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disk)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES	NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

**GSC MARKETING CC**  
**Registration Number: CK 96/08261/23**

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

GSC Marketing CC is a private body carrying on business as marketers and consultants, the details required in order for a requester of information to obtain or apply for information which GSC Marketing CC holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The members of GSC Marketing CC have duly authorised Mr. RJ Howlette to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	GSC Marketing CC
<b>Head of Body:</b>	Mr. RJ Howlette
<b>Postal address:</b>	PO Box 40083 FAERIE GLEN 0043
<b>Street address:</b>	The Palisades 28 819 Koedoeberg Road FAERIE GLEN
<b>Telephone:</b>	+27 12 991 4131
<b>Facsimile:</b>	+27 12 991 4131
<b>E-Mail:</b>	mareebo@iafrica.com
<b>Information Officer:</b>	Mr. RJ Howlette
<b>Contact details of Information Officer:</b>	(a) Phone: +27 12 991 4131 (b) Fax: +27 12 991 4131 (c) E-Mail: mareebo@iafrica.com

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF GSC MARKETING CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by GSC Marketing CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

GSC Marketing CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- SKILLS DEVELOPMENT ACT 9 OF 1999

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY GSC MARKETING CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by GSC Marketing CC**

### **5.2.1 Operational Information**

- *Client information*
- *Contracts with clients and suppliers*
- *Incorporation Documents*
- *Service contracts with all service providers*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors report*
- *Tax Returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank statements*

### **5.2.4 Human Resources**

- *PAYE records*

### **5.2.5 Information Technology**

- *Agreements relating to computer systems and programs*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

## 7. AVAILABILITY OF THE MANUAL. [Section 51(3)]

Copies of this manual is available for inspection, free of charge, at the offices of GSC Marketing CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

## 8. FEES IN RESPECT OF PRIVATE BODIES

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

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

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))**[Regulation 10]****A. Particulars of private body**

The Head: GSC Marketing CC

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*

(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X</p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form with the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
<b>1. If the record is in written or printed form :</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)



<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	printed copy of record*		printed copy of information derived from the record*
			copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you ? Postage is payable.			YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

## *HATTERAS INVESTMENTS CC* *Registration Number: CK 2000/056474/23*

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**INTRODUCTION**

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Hatteras Investments CC is a private body carrying on business as distributor's of vitamins, slimming and neutro-ceutical products, the details required in order for a requester of information to obtain or apply for information, which Hatteras Investments CC holds, is contained hereunder:

**PARTICULARS IN TERMS OF SECTION 51****1. CONTACT DETAILS [Section 51(1)(a)]**

The members of Hatteras Investments CC have duly authorised Mr. RK Richmond to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Hatteras Investments CC
<b>Head of Body:</b>	Mr. RK Richmond
<b>Postal address:</b>	PO Box 2084 NEWLANDS 0049
<b>Street address:</b>	6 Marconi Nook Hennopspark x 15 CENTURION
<b>Telephone:</b>	+27 12 653 8321
<b>Facsimile:</b>	+27 12 653 4291
<b>E-mail:</b>	roy@perc.co.za
<b>Information Officer:</b>	Mr. RK Richmond
<b>Contact details of Information Officer:</b>	(a) E-mail: roy@perc.co.za (b) Phone: +27 12 653 8321 (c) Fax: +27 12 653 4291

**2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]**

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF HATTERAS INVESTMENTS CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Hatteras Investments CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Hatteras Investments CC keeps information in accordance with the following legislation:

- CLOSE CORPORATION ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- COMPENSATION FOR OCCUPATIONAL INJURIES HEALTH DISEASE ACT 130 OF 1993
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999
- OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY HATTERAS INVESTMENTS CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester

should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Hatteras Investments CC**

### **5.2.1 Operational Information**

- *Internal phone lists*
- *Client Information*
- *Company Policies*
- *Minutes of Board meetings*
- *Resolutions*
- *Marketing Material*
- *Contracts with clients and suppliers*
- *Incorporation Documents*
- *Members contribution*
- *Minutes of executive meetings*
- *Minutes of general meetings*
- *Price lists*
- *Service contracts with all service providers*
- *Maintenance contracts*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Title deeds in respect of properties owned*
- *Agreements of lease with tenants and concessionaires*
- *Mortgage bonds, liens, notarial bonds and other securities*
- *Maintenance*

### **5.2.3 Human Resources**

- *Employment contracts*
- *Disciplinary / Performance records*
- *Employee personal details*
- *Curriculum vitae*
- *Organisation Structure*

- *Recruitment and appointment documentation*
- *Employment policy*
- *Recognition agreements*
- *Personnel files*
- *Leave, sick leave, maternity and special leave records*
- *PAYE records*
- *Job descriptions*

#### **5.2.4 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors reports*
- *Tax Returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*
- *Guarantees and securities*
- *Financial commitments*
- *VAT returns*
- *Insurance records*
- *Investment records*

#### **5.2.5 Intellectual Property**

- *Licences*

#### **5.2.6 Information Technology**

- *Agreements relating to computer systems and programs*

#### **5.2.7 Risk Management**

- *Occupational health and safety records*
- *Incident reports relating to security and safety*

#### **5.2.8 Communication**

- *Internal and external correspondence*

### **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

### **7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Hatteras Investments CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

### **8. FEES IN RESPECT OF PRIVATE BODIES**

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

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

## 9. PRESCRIBED REQUEST FORM

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

#### [Regulation 10]

**A. Particulars of private body**

The Head: Hatteras Investments CC

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*



- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X</p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form with the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<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 disk)
<p>*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.</p>			<p>YES NO</p>

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

***IMPANGELE PROPERTIES CC***  
***Registration Number: 86/17879/23***

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Impangele Properties CC is a private body whose principal business is investment in fixed property. As such, the details required in order for a requester of information which Impangele Properties CC holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The members of Impangele Properties CC have duly authorised Mrs. S Kyossev Zwysgart to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Impangele Properties CC
<b>Head of Body:</b>	Mr. E Zwysgart
<b>Postal address:</b>	PO Box 534 HEIDELBERG 1438
<b>Street address:</b>	Portion 39 KAFFERSKRAAL 381 IR
<b>Telephone:</b>	+27 16 342 0705
<b>Facsimile:</b>	+27 11 825 5495
<b>Information Officer:</b>	Mrs. S Kyossev Zwysgart
<b>Contact details of Information Officer:</b>	(a) Phone: +27 11 825 6917 (b) Fax: +27 11 825 5495

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit****The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

**3. CATEGORIES OF RECORDS OF IMPANGELE PROPERTIES CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Impangele Properties CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Impangele Properties CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- REGIONAL SERVICES ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY IMPANGELE PROPERTIES CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Impangele Properties CC**

### **5.2.1 Operational Information**

- *Incorporation documents*
- *Minutes of Board Meetings*
- *Resolutions*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Title deeds in respect of properties owned*
- *Agreements of lease with tenants and concessionaires*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors reports*
- *Tax returns*
- *Other documentation relating to taxation*
- *Insurance records*

### **5.2.4 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Impangele Properties CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))**[Regulation 10]****A. Particulars of private body**

The Head: Impangele Properties CC

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*

(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:



**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:		Form in which record is required:	
Mark the appropriate box with an X NOTES: (a) <i>Compliance with your request in the specified form may depend on the form with the record is available.</i> (b) <i>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.</i> (c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i>			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)

<b>4. If record is held on computer or in an electronic or machine-readable form:</b>				
	printed copy of record*		printed copy of information derived from the record*	
				copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

**ISHUVA (PTY) LTD**  
**Registration Number: 96/04597/07**

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Ishuva (Pty) Ltd is a private body whose principal business is investment in fixed property. As such, the details required in order for a requester of information to obtain or apply for information which Ishuva (Pty) Ltd holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The directors of Ishuva (Pty) Ltd have duly authorised Mrs. C Schutz to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Ishuva (Pty) Ltd		
<b>Head of Body:</b>	Mrs. C Schutz		
<b>Postal address:</b>	PO Box 73271 LYNNWOOD RIDGE 0040		
<b>Street address:</b>	217 Aries Street WATERKLOOF RIDGE 0181		
<b>Telephone:</b>	+27 12 346 0455		
<b>Facsimile:</b>	+27 12 346 0048		
<b>E-Mail:</b>	schutzco@icon.co.za		
<b>Information Officer:</b>	Mrs. C Schutz		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 12 346 0455
	(b)	Fax:	+27 12 346 0048
	(c)	E-Mail:	schutzco@icon.co.za

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

**3. CATEGORIES OF RECORDS OF ISHUVA (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Ishuva (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Ishuva (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- INCOME TAX ACT 95 OF 1967

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY ISHUVA (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Ishuva (Pty) Ltd**

### **5.2.1 Operational Information**

- *Memorandum and Articles of Association*
- *Share register*
- *Register of list of directors*
- *Minutes of general meetings*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Mortgage bonds, liens, notarial bonds and other securities*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Annual Financial reports*
- *Details of auditors*
- *External auditors report*
- *Tax returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bond Statements*
- *Financial commitments*
- *Insurance records*

### **5.2.4 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Ishuva (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

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

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

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

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

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

The Head: Ishuva (Pty) Ltd

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*

(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the Record to be located.*

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:



**E. Fees**

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

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

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

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
--------------------------	-----------------	--------------------------	----------------------

**2. If record consists of visual images**

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

<input type="checkbox"/>	View the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of The images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

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

	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	printed copy of record*		printed copy of information derived from the record*
			copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 OF 2000 (The Act)  
FOR**

***KROKODIL EIENDOMME CC***  
***Registration Number: CK 88/01132/23***

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Krokodil Eiendomme CC is a private body carrying on business as a property holding company. As such, the details required in order for a requester of information to obtain or apply for information which Krokodil Eiendomme CC holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The members of Krokodil Eiendomme CC have duly authorised Mr. PHS Cronje to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Krokodil Eiendomme CC		
<b>Head of Body:</b>	Mr. PHS Cronje		
<b>Postal address:</b>	PO Box 905362 GARSFONTEIN 0042		
<b>Street address:</b>	497 Alsation Road GARSFONTEIN 0042		
<b>Telephone:</b>	+27 12 361 5306		
<b>E-mail:</b>	Pietc@Tshwane.gov.za		
<b>Information Officer:</b>	Mr. PHS Cronje		
<b>Contact details of Information Officer:</b>	(a)	E-mail:	Pietc@Tshwane.gov.za
	(b)	Phone:	+27 12 361 5306

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit****The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF KROKODIL EIENDOMME CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Krokodil Eiendomme CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Krokodil Eiendomme CC keeps information in accordance with the following legislation:

- CLOSE CORPORATION ACT 69 OF 1984
- INCOME TAX ACT 95 OF 1967
- DEEDS REGISTRIES ACT 47 OF 1937

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY KROKODIL EIENDOMME CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Krokodil Eiendomme CC**

### **5.2.1 Operational Information**

- *Phone Lists*
- *Minutes of Meetings*
- *Incorporation Documents*
- *List / Details of members*

### **5.2.2 Movable and Immovable Property**

- *Title Deeds in respect of properties owned*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting Record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Accountants*
- *Tax Returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*

### **5.2.4 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

## **7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Krokodil Eiendomme CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

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

The Head: Krokodil Eiendomme CC

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*

(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:



**E. Fees**

- |     |  |
|-----|--|
| (a) | <i>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.</i> |
| (b) | <i>You will be notified of the amount required to be paid as the request fee.</i>  |
| (c) | <i>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.</i>     |
| (d) | <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i>  |

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

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

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
--------------------------	-----------------	--------------------------	----------------------

**2. If record consists of visual images**

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

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

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

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

<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 OF 2000 (The Act)  
FOR**

***LEON VAN ZWEEL FAMILY TRUST***  
***Registration Number: 4262/96***

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Leon Van Zweel Family Trust is a private body whose principal business is investment in fixed property. As such the details required in order for a requester of information to obtain or apply for information, which Leon Van Zweel Family Trust holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The trustees of Leon Van Zweel Family Trust have duly authorised Mr LHB van Zweel to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Leon Van Zweel Family Trust
<b>Head of Body:</b>	Mr. LHB van Zweel
<b>Postal address:</b>	PO Box 73271 LYNNWOOD RIDGE 0040
<b>Street address:</b>	Shop UF 79 Menlyn Park Shopping Centre MENLYN 0102
<b>Telephone:</b>	+27 12 368 1066
<b>Facsimile:</b>	+27 12 346 0048
<b>Information Officer:</b>	Mr. LHB van Zweel
<b>Contact details of Information Officer:</b>	(a) Phone: +27 12 368 1066 (b) Fax: +27 12 368 0048

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit****The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF LEON VAN ZWEEL FAMILY TRUST WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Leon Van Zweel Family Trust to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Leon Van Zweel Family Trust keeps information in accordance with the following legislation:

- INCOME TAX ACT 95 OF 1967
- TRUST PROPERTY CONTROL ACT 66 OF 1965

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY LEON VAN ZWEEL FAMILY TRUST AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Leon Van Zweel Family Trust**

### **5.2.1 Operational Information**

- *Trust registration documents*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Agreements of lease with tenants and concessionaires*
- *Mortgage bonds, liens, notarial bonds, and other securities*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors report*
- *Tax Returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*
- *Guarantees and securities*
- *Financial commitments*
- *VAT returns*
- *Insurance records*
- *Investment records*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

## **7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Leon Van Zweel Family Trust (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

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

The Head: Leon Van Zweel Family Trust

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*



- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.			
Disability:		Form in which record is required:	
Mark the appropriate box with an X NOTES: (a) Compliance with your request in the specified form may depend on the form with 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.			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<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 disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

# MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act) FOR

**LEMKO PACKAGING CC**  
**Registration Number: 94/21140/23**

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Lemko Packaging CC is a private body carrying on business as suppliers of packaging material. As such, the details required in order for a requester of information to obtain or apply for information, which Lemko Packaging CC holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The members of Lemko Packaging CC have duly authorised Mr KA Voigt to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Lemko Packaging CC		
<b>Head of Body:</b>	Mrs. AC Voigt		
<b>Postal address:</b>	PO Box 389 HARTBEESPOORT 0216		
<b>Street address:</b>	444 Baldwin Street HARTBEESPOORT 0260		
<b>Telephone:</b>	+27 12 372 1431		
<b>Facsimile:</b>	+27 12 372 1430		
<b>E-Mail:</b>	wrb1@lantic.net		
<b>Information Officer:</b>	Mr. KA Voigt		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 12 372 1431
	(b)	Fax:	+27 12 372 1430
	(c)	E-Mail:	wrb1@lantic.net

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit****The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

**3. CATEGORIES OF RECORDS OF LEMKO PACKAGING CC, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Lemko Packaging CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Lemko Packaging CC Ltd keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- LABOUR RELATIONS ACT 66 OF 1995 (As Amended)
- BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- REGIONAL SERVICES COUNCILS ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY LEMKO PACKAGING CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Lemko Packaging CC**

### **5.2.1 Operational Information**

- *Incorporation documents*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*

### **5.2.3 Human Resources**

- *Employment contracts*
- *Employee personal details*
- *Personnel files*
- *Leave, sick leave, maternity leave and special leave records*
- *PAYE records*

### **5.2.4 Financial Records**

- *Accounting record books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External Auditors report*
- *Tax Returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*
- *VAT returns*

### **5.2.5 Procurement**

- *Tender submissions*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Lemko Packaging CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

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

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

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

The Head: Lemko Packaging CC

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:



**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

<i>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.</i>			
Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X</p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form with the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)

<b>4. If record is held on computer or in an electronic or machine-readable form:</b>				
	printed copy of record*		printed copy of information derived from the record*	
				copy in computer readable form* (stiffy or compact disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 OF 2000 (The Act)  
FOR**

***McCORMICK ENGINEERING CC***  
***Registration Number: CK 95/21281/23***

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

McCormick Engineering CC is a private body whose principal business is engineering with respect to the motor trade. As such, the details required in order for a requester of information which McCormick Engineering CC holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The directors of McCormick Engineering CC have duly authorised Mr. RM McCormick to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	McCormick Engineering CC	
<b>Head of Body:</b>	Mr. RM McCormick	
<b>Postal address:</b>	PO Box 35187 MENLO PARK 0102	
<b>Street address:</b>	15 Twelfth Street MENLO PARK 0102	
<b>Telephone:</b>	+27 12 346 4020	
<b>Facsimile:</b>	+27 12 460 5451	
<b>E-mail:</b>	rmmc@icon.co.za	
<b>Information Officer:</b>	Mr. RM McCormick	
<b>Contact details of Information Officer:</b>	(a)	E-mail: rmmc@icon.co.za
	(b)	Phone: +27 12 346 4020
	(c)	Fax: +27 12 460 5415

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF McCORMICK ENGINEERING CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by McCormick Engineering CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

McCormick Engineering CC keeps information in accordance with the following legislation:

- CLOSE CORPORATION ACT 69 OF 1984
- UNEMPLOYMENT INSURANCE ACT 30 OF 1966
- REGIONAL SERVICES COUNCIL ACT 109 OF 1993
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997
- SKILLS DEVELOPMENT ACT 9 OF 1999

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY McCORMICK ENGINEERING CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by McCormick Engineering CC**

### **5.2.1 Operational Information**

- *Client Information*
- *Marketing Material*
- *Contracts with clients and supplier*
- *Incorporation documents*

### **5.2.2 Human Resources**

- *PAYE Records*

### **5.2.3 Financial Records**

- *Accounting Record Books and documentation*
- *Interim and Annual Financial reports*
- *Details of Auditors*
- *External auditors reports*
- *Tax returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*
- *VAT Returns*
- *Insurance records*

### **5.2.4 Movable and Immovable Property**

- *Asset Registers*

### **5.2.5 Information Technology**

- *Agreements relating to computer systems & programs*

**6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of McCormick Engineering CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

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

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

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

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

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

## 9. PRESCRIBED REQUEST FORM

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

#### [Regulation 10]

#### A. Particulars of private body

The Head: McCormick Engineering CC

#### B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

#### C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

#### D. Particulars of record

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:



**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:		Form in which record is required:	
Mark the appropriate box with an X NOTES:			
(a) Compliance with your request in the specified form may depend on the form with 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.			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the sound-track (audio cassette)	<input type="checkbox"/>	transcription of soundtrack * (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<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 disk)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 OF 2000 (The Act)  
FOR**

***MONEYLINE 200 (PTY) LTD***  
***Registration Number: 97/18523/07***

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Moneyline 200 (Pty) Ltd is a private body whose principal business is investment in fixed property. As such, the details required in order for a requester of information to obtain or apply for information which Moneyline 200 (Pty) Ltd holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The directors of Moneyline 200 (Pty) Ltd have duly authorised Mrs. G McAtamney to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Moneyline 200 (Pty) Ltd
<b>Head of Body:</b>	Mrs. G McAtamney
<b>Postal address:</b>	PO Box 10933 VORNA VALLEY 0686
<b>Street address:</b>	2 of 101 Norfolk Street CARSWALD 0686
<b>Telephone:</b>	+27 11 315 0462
<b>Facsimile:</b>	+27 11 315 4211
<b>Information Officer:</b>	Mrs. G McAtamney
<b>Contact details of Information Officer:</b>	(a) Phone: +27 11 315 0462 (b) Fax: +27 11 315 4211

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF MONEYLINE 200 (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Moneyline 200 (Pty) Ltd to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Moneyline 200 (Pty) Ltd keeps information in accordance with the following legislation:

- COMPANIES ACT 61 OF 1973
- INCOME TAX ACT 95 OF 1967

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY MONEYLINE 200 (PTY) LTD AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Moneyline 200 (Pty) Ltd**

### **5.2.1 Operational Information**

- *Memorandum and Articles of Association*
- *Share register*
- *Register of list of directors*
- *Minutes of general meetings*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*
- *Mortgage bonds, liens, notarial bonds and other securities*
- *Maintenance*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Annual Financial reports*
- *Details of auditors*
- *External auditors report*
- *Tax returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*
- *Financial commitments*
- *Vat returns*
- *Insurance records*

### **5.2.4 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

**7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual is available for inspection, free of charge, at the offices of Moneyline 200 (Pty) Ltd (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R 1,10 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) stiffer disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.

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

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such a 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 by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))**[Regulation 10]****A. Particulars of private body**

The Head: Moneyline 200 (Pty) Ltd

**B. Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:



**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

<i>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.</i>			
Disability:		Form in which record is required :	
Mark the appropriate box with an X NOTES : (a) <i>Compliance with your request in the specified form may depend on the form with the record is available.</i> (b) <i>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.</i> (c) <i>The fee payable for access to the record , if any , will be determined partly by the form in which access is requested.</i>			
<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			

	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		
			copy in computer readable form* (stiffy or compact disk)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, ACT 2 OF 2000 (The Act)  
FOR**

**MARJO DEVELOPMENT AND ENTERPRISES CC  
Registration Number: CK 94/16845/23**

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## INTRODUCTION

The Promotion of Access to Information Act ("the Act") seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 51 of the Act requires private bodies to compile a manual, which will assist either private or juristic persons in obtaining information from such private body.

Marjo Development and Enterprises CC is a private body whose principal business is investment in fixed property. As such, the details required in order for a requester of information to obtain or apply for information which Marjo Development and Enterprises CC holds, is contained hereunder:

## PARTICULARS IN TERMS OF SECTION 51

### 1. CONTACT DETAILS [Section 51(1)(a)]

The members of Marjo Development and Enterprises CC have duly authorised Mrs. MJ de Kok to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

<b>Name of Body:</b>	Marjo Development and Enterprises CC		
<b>Head of Body:</b>	Mrs. MJ de Kok		
<b>Postal address:</b>	PO Box 95484 WATERKLOOF 0145		
<b>Street address:</b>	260 Waterkloof Avenue BROOKLYN 0181		
<b>Telephone:</b>	+27 12 460 2360		
<b>Facsimile:</b>	+27 12 460 2360		
<b>Information Officer:</b>	Mrs. MJ de Kok		
<b>Contact details of Information Officer:</b>	(a)	Phone:	+27 12 460 2360
	(b)	Fax:	+27 12 460 2360

### 2. THE GUIDE AS PRESCRIBED IN SECTION 10. [Section 51(1)(b)]

In terms of Section 10 of the Act, The South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The guide is intended to assist users in the interpretation of the Act. The guide will contain a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. The guide will be available from the Human Rights Commission by no later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:****PAIA Unit  
The Research and Documentation Department**

Postal address: Private Bag 2700  
HOUGHTON  
2041

Telephone: +27 11 484 8300

Facsimile: +27 11 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. CATEGORIES OF RECORDS OF MARJO DEVELOPMENT AND ENTERPRISES CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

In terms of Section 52 of the Act, a private body may submit to the Minister responsible for the administration of justice, a description of records, which it holds that are automatically available from the private body. The Minister may then publish such information by way of notice in the Government Gazette. At the time of drafting this manual, no such information has been given by Marjo Development and Enterprises CC to the Minister and no such notice has therefore been published.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Marjo Development and Enterprises CC keeps information in accordance with the following legislation:

- CLOSE CORPORATIONS ACT 69 OF 1984
- INCOME TAX ACT 95 OF 1967
- VALUE ADDED TAX ACT 89 OF 1997

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY MARJO DEVELOPMENT AND ENTERPRISES CC AND THE CATEGORIES OF WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate if he or she wishes to be informed in any other manner 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 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.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by Marjo Development and Enterprises CC**

### **5.2.1 Operational Information**

- *Incorporation documents*
- *List of Members*

### **5.2.2 Movable and Immovable Property**

- *Asset Registers*

### **5.2.3 Financial Records**

- *Accounting record books and documentation*
- *Annual Financial reports*
- *Details of auditors*
- *Tax returns*
- *Other documents relating to taxation*
- *Banking details*
- *Bank Statements*
- *VAT Returns*

### **5.2.4 Communication**

- *Internal and external correspondence*

## **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

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

## **7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

Copies of this manual are available for inspection, free of charge, at the offices of Marjo Development and Enterprises CC (see details above); copies are also available from the South African Human Rights Commission; from the Government printers.

**8. FEES IN RESPECT OF PRIVATE BODIES**

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

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
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(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
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(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 a 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 by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

**9. PRESCRIBED REQUEST FORM****REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))**[Regulation 10]****A. Particulars of private body**

The Head: Marjo Development and Enterprises CC

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*

(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

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

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:



**E. Fees**

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

Reason for exemption from payment of fees:

**F. Form of access to record**

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

Disability:

Form in which record is required:

*Mark the appropriate box with an X*  
NOTES:

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

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

copy of record\*

inspection of record

**2. If record consists of visual images**

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

view the images

copy of the images\*

transcription of the images\*

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

	listen to the sound-track (audio cassette)		transcription of soundtrack * (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		
			copy in computer readable form* (stiffy or compact disk)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**G. Particulars of right to be exercised or protected**

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

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

**H. Notice of decision regarding request for access**

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

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

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 03

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

**PART 2 OF 2 STARTS ON PAGE 289**