

# Government Gazette Staatskoerant

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No. 24347

### MANUALS

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO

INFORMATION ACT (NO. 2 OF 2000)

PART 1 OF 2



24347

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

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### **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 -

- 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.

- 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.
- 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.
- 8. Access REFUSED If the request for access is REFUSED, the requester must also be notified. See Notice 3. This notice must provide full reasons for the refusal. It also informs the requester of the remedies that he/she may follow in objecting to the refusal.
- 9. Extention of time period If the search for and preparation of the record will take longer than the allowed 30 days, a further 30 days may be used, provided the requester be furnished with a notice in this regard. See Notice 4. This notice must give the reasons for the extension.
- 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 (SOUTH AFRICA) RETIREMENT FUND (PENSION SECTION) Reg Number 12/8/30919

### MANUAL

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

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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 Valuation Certificate
- 4. The Latest Audited Financial Statements

### (4) Subjects under which the Fund holds records

### (a) Fund Records

The Rules of the Fund
Insurance Policy documents
Investment Contracts
Contract with Fund Administrator
Contract with Actuary
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
Investment Policy Statement
Risk Benefit Policies
Service Level Agreements

### (b) Member Records

Benefit Summary
Members' contributions details
Medical Records in terms of Disability Cases
Pensioner Statistics
Benefit Statement format
New Entrant Statements format
Section 14 Certificates of approval
Recognition of Transfers
Dependants' details (where available)
Historical benefits paid

### (c) Trustees Records

Proof of Fidelity and Indemnity cover

Trustee details

Trustee Declarations

Trustee Elections (Ballot Forms, Nomination Forms)

### (d) Employees Records

General Conditions of Employment

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

Retirement Fund Tax returns RSC Levies Returns Reg. Number 80875004 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 -

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- 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;
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- How long it will take approximately to prepare copies of the record and in what form
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- 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.

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

Reg Number 12/8/30920

### **MANUAL**

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Dependants' details (where available)
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### (c) Trustees Records

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

### (d) Employees Records

General Conditions of employment

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

Retirement Fund Tax returns RSC Levies Returns Reg. Number 80199670 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

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- 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.



# 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

Website:

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

### 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

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

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 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	Sub judice, 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

#### 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

### 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 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	Sub judice, 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.

# 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 timesharing 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

### 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

### 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 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	Sub judice, 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

### 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

### 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

### 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 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	Sub judice, 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.



# 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

Website:

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

# 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 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	Sub judice, 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

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

#### 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.

# 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 in1990. 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 aga inst 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.

R

## 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.

~	CCI	•	C 1 .'	0 1	1 . 11/11	C 11
,	The	TARC	for reproduction	reterred to in i	remilation [[[]]	are as tollows:

(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 -	gr.
(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)	part t	or every photocopy of an A4-size page or hereof		1,10
	there	or every printed copy of an A4-size page or part of held on a computer or in electronic or machine- able form		
			£1	0,75
60	(c)	For a copy in a computer-readable form on -		
	(i)	stiffy disc		7,50
	(ii)	compact disc	8	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.

NOTES.

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

copy of record*	inspection of record	
. If record is held on con	nputer or in an electronic or machine-rea	dable form:
Printed copy of record*	Information derived from the record	opy in computer readable from (stiffy or compat disc)
wish the copy or transcrip Postage is payable.	transcription of a record (above), do you tion to be posted to you?  be exercised or protected	YES NO
this form. The requester	dequate, please continue on a separate folio must sign all the additional folios.  is to be exercised or protected:	and attach it
this form. The requester  1. Indicate which right	is to be exercised or protected:  rd requested is required for the exercise or p	
Indicate which right     Explain why the reco	must sign all the additional folios.  is to be exercised or protected:  rd requested is required for the exercise or p d right	
1. Indicate which right  2. Explain why the reco of the aforementioned  4. Notice of decision regal  You will be notified in writing to be informed in another.	must sign all the additional folios.  is to be exercised or protected:  rd requested is required for the exercise or p d right	rotection  /denied If yo
1. Indicate which right 2. Explain why the reco of the aforementione.  1. Notice of decision regal  2. You will be notified in writing to be informed in another ecessary particulars to end  3. How would you prefer to be	is to be exercised or protected:  rd requested is required for the exercise or protected right  rding request for access  ing whether your request has been approved ther manner, please specify the manner and	rotection //denied. If yo provide the
1. Indicate which right 2. Explain why the reco of the aforementione.  H. Notice of decision regal You will be notified in write wish to be informed in anothereessary particulars to en	is to be exercised or protected:  rd requested is required for the exercise or protected right  rding request for access  ing whether your request has been approved ther manner, please specify the manner and pable compliance with your request.	rotection //denied. If yo provide the

**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.

# 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)		every photocopy of an A4-size page or thereof	1.10
(b)	•	every printed copy of an A4-size page or part	1.10
. ,	ther	eof held on a computer or in electronic or machine-	
		lable 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 readable form	
(c)	For a copy in a computer-readable form on -	
1910 <b>-</b> 00	(i) stiffy disc	7.50
	(ii) compact disc (not applicable - no CD	-writer) 70.00
(d)	(i) For a transcription of visual images,	i
	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.
    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

NOTES: (a) Complerecord (b) Access will be (c) The fee	ppropriate box with an X  liance with your request in the sp  is available.  in the form requested may be re informed if access will be grant e payable for access to the recor access is requested.	fused in ed in and	certain ci	rcumsta	nces. In such a case you
1. If the re	ecord is in written or printed fo	orm:			
	copy of record *	roman water		insp	pection of record
	d consists of visual images (this er-generated images, sketches, et		s photogra	phs, sli	
	view the images	copy of	images *		transcription of images
3. If recor	d consists of recorded words o	f inform:	ation whi	ch can	be reproduced in
	listen to the sound track (audio cassette)			(wi	nscription of soundtrack * ritten or printed document)
4. If re con	rd is held on computer or in an			chine-re	
	printed copy of record *	printed informa derived record *	tion from t	of he	copy in computer readable form * (stiffy or compact disc)
wish the	equested a copy or transcription copy or transcription to be poste GE IS PAYABLE	of a recor	rd (above)	, do you	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 (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 access to the record:	informed of	of the de	ecision	regarding	your	request	for
@ [8	ži.						
Signed at	this	te	_day of	f		_20	
SIGNATURE OF REQUESTER /		i.	*				

# 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

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

#### 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

Website:

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

E-mail:

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 privatebody 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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2.	Contact details	4
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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)

Name of body: Sanek Trust (Pty) Limited

Managing Director: Stephen Malcolm Gore

The appointed information

officer: Trevor Philip Glaum

Address: 13<sup>th</sup> Floor, ABSA Centre

2 Riebeeck Street CAPE TOWN, 8001

Postal address: P.O. Box 3082

CAPE TOWN

8000

Telephone: +27 21 418 4010

Fax: +27 21 425 2047

E-mail: trevor@sanek.co.za

 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

E-mail: 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.

# 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

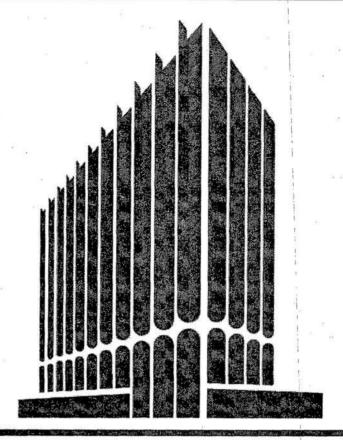
It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

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



# SAGE GROUP LIMITED

## **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 Website: www.sage.co.za

#### 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
- 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.

#### Request procedure 4.

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 or on 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 and 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 <a href="https://www.sage.co.za">www.sage.co.za</a>.



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

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



3.	FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH ALNET (PROPRIETARY) LIMITED, HOLD INFORMATION AND THE CATEGORIES OF INFORMATION HELD Information which is not readily available, may be requested in accordance with the subject of the subjec						
	Information which is no procedures prescribed in	t readily available, m terms of the Promot	ay be request tion of Access	ed in accordance with the to Information Act.			
4.	INFORMATION/DOC OTHER LEGISLATION		ABLE IN AC	CORDANCE WITH			
	Alnet (Proprietary) Limi	ted is required to kee	ep and make a	vailable various records in			
	terms of applicable legislation, which includes, but is not limited to the following:						
	Basic Conditions of Em		Act nos: 75				
	Employment Equity Act		Act nos: 55				
	Compensation for Occup		Act nos: 13	0 of 1993			
	Injuries and Diseases Ac		l				
	Occupational Health and	Safety Act	Act nos: 85				
	Skills Development Act		Act nos: 97				
	Unemployment Insurance		Act nos: 30				
	Tobacco Product Contro	l Act	Act nos: 12	of 1999			
5.	DOCUMENTATION						
	Subjects and categories of	of records kept at Alr	net (Proprietar	y) Limited			
	(a) Statutory Docum	ents					
	(b) Company Financial Statements						
	(c) Taxation information						
	(d) Operational records						
	(e) Marketing records						
	(f) Product records						
	(g) Internal Policies and Procedures						
	(h) Database		14				
	Any correspondence pert	aining to the same ar	nd/or all of the	above subjects.			
	Personnel Records:	<ul> <li>Contact deta</li> </ul>	ails				
			and identity n	umbers			
		- Salaries					
		- Benefits					
			of employmer	nt			
		<ul> <li>Corresponde</li> </ul>					
	Details of all Clients	- Contact deta					
	All administration nortain	- Personal par					
	All administration pertain	ing to the above and	or any matte	rs incidental thereto.			
6.	REQUESTING A REC	ORD					
			t is not freely	available they are to file a			
	request using an applicab	le form. The forms a	are to be subm	nitted to the Company			
	Secretary and an appropri						
	information. The Compa						
	any form and any other qu						
	It is important to note the	t pages to contain	orda oon be d	aniad under acres			
	It is important to note that circumstances where appl		corus can de d	emed under certain			
	1 appr						

## 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.

Name of Body:

Afri Computers CC

Head of Body:

Mr. MW Pretorius

Postal address:

PO Box 1717

**GARSFONTEIN EAST** 

0060

Street address:

689 Windsor Road

GARSFONTEIN

0060

Telephone:

+27 12 993 3390

Facsimile:

+27 12 993 3390

E-mail:

africomputers@freemail.absa.co.za

Information Officer:

Mr. MW Pretorius

Contact details of Information Officer:

E-mail:

africomputere@absa.co.za

(b) Ph

(a)

(c)

Phone: Fax:

+27 12 993 3390 +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

E-mail:

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 5] (1)(f)]

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

#### 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.

•	The fees for reproduction referred to in regulation 11(1) are as follows:	
2	The feet for reproduction referred to in regulation 11111 are at follows:	

					K	
	(a)	For ev	ery photocopy of an A4-size page or ereof		1,10	
	(b)		ery printed copy of an A4-size page or ereof held on a computer or in electronic		***	
		or mad	chine-readable form		0,75	
	(c)	For a	copy in a computer-readable form on -			
	22 20	(i)	stiffy disc		7,50	
		(ii)	compact disc	*	70,00	
	(d)	(i)	For a transcription of visual images,			
	3 3		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,	8		
			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 ev	very photocopy of an A4-size page or nereof	1,10
72	(b)		very printed copy of an A4-size page or nereof held on computer or in electronic	
	77.2		chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	
(R) (M)		(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
. 1	(d)	(i)	For a transcription of visual images,	
	15.45.14.15		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)		arch for and prepare the record for disclosu	
(5) (4)	£ 200		or part of an hour reasonably required for s ration.	uch a search and

(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:
- Reference number, if available:
- 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
- (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

Disal	bility:	Form in which re	ecord is required:
Marl NOT	k the appropriate box with ar	n X	
(a)	Compliance with your re with the record is availa	equest in the specified form may ble.	depend on the form
<i>(b)</i>	such a case you will be	ested may be refused in certain c informed if access will be grante	d in another form.
(c)	The fee payable for acce by the form in which acc	ess to the record, if any, will be a cess is requested.	letermined partly
1.	If the record is in writt	ten or printed form:	
	copy of record*	inspection of record	67
	If record consists of vis s includes photographs, slide etches, etc.):	sual images es, video recordings, computer-ge	enerated images,
	view the images	copy of the images*	transcription of the images*
3.	If record consists of re reproduced in sound:	corded words or information v	vhich can be
	listen to the sound- track (audio cassette)	transcription of soundtract	

printed copy of record*	printed copy of information derived from the record*	rea	oy in com dable for ffy or con sk)	m*
*If you requested a copy or wish the copy or transcrip Postage is payable.	transcription of a record (above), tion to be posted to you?	do you	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:
- 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 record?	to be informed of th	e decision regarding yo	our request for access to the
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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207.70	5.1 How to request a record	3-4
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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.

Name of Body:

Amelia Trading (Pty) Ltd

Head of Body:

Mr. K Boon

Postal address:

PO Box 366 IFAFI

0260

Street address:

28 Beethoven Street

HARTBEESPOORT

0216

Telephone:

+27 12 253 0488

Facsimile:

+27 12 253 2279

E-Mail:

klboon@icon.co.za

Website:

www.beethovenlodge.co.za

Information Officer:

Mr. K Boon

Contact details of Information Officer:

(a) Phone:

+27 12 253 0488

(b) . (c)

Fax:

E-Mail:

+27 12 253 2279 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 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 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

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

	38 · · · · · · · · · · · · · · · · · · ·		R
For ev	very photocopy of an A4-size page or		
part th	nereof		1,10
For ev	ery printed copy of an A4-size page or		8
part th	nereof held on a computer or in electronic		
or ma	chine-readable form	922	0,75
For a	copy in a computer-readable form on -		*
(i)	stiffy disc		7,50
(ii)	compact disc		70,00
(i)	For a transcription of visual images,		100 m
	for an A4-size page or part thereof		40,00
(ii)	For a copy of visual images		60,00
(i)		4 d ×	
	for an A4-size page or part thereof	× W	20,00
(ii)	For a copy of an audio record		30,00
	part the For every part the or material For a (i) (ii)	<ul> <li>(ii) compact disc</li> <li>(i) For a transcription of visual images, for an A4-size page or part thereof</li> <li>(ii) For a copy of visual images</li> <li>(i) For a transcription of an audio record, for an A4-size page or part thereof</li> </ul>	part thereof For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form For a copy in a computer-readable form on - (i) stiffy disc (ii) compact disc (i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images  (i) For a transcription of an audio record, for an A4-size page or part thereof

- 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)		very photocopy of an A4-size page or nereof	1,10
	(b)		very printed copy of an A4-size page or nereof held on computer or in electronic	
		or ma	chine-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)		arch for and prepare the record for disclosi	ure, R30,00 for each
		hour o	or part of an hour reasonably required for s ration.	

(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.	
<i>(b)</i>	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.

	copy of record*	inspection of record	
	If record consists of vision includes photographs, slide tches, etc.):	isual images es, video recordings, computer-gen	nerated images,
2	view the images	copy of the images*	transcription of the images*
3.	If record consists of re reproduced in sound:	ecorded words or information w	hich can be
	listen to the sound- track (audio cassette)	transcription of soundtrack (written or printed docume	* nt)
4.	If record is held on co form:	mputer or in an electronic or m	achine-readable
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disk)
		transcription of a record (above),	do you YES NO
G.	wish the copy or transcripti Postage is payable.		ao you   TES   NO
G.	Particulars of right to	ion to be posted to you?	
G.	Particulars of right to e provided space is inadeque this form. The requester m. Indicate which right is	be exercised or protected  ate, please continue on a separate	e folio and attach
G.  If the it to 1.	Particulars of right to e provided space is inadeque this form. The requester me Indicate which right is Explain why the record aforementioned right.	be exercised or protected  ate, please continue on a separate ust sign all the additional folios.  to be exercised or protected:	e folio and attach
G.  If the it to  1. 2.  H.  You If you	Particulars of right to e provided space is inadequathis form. The requester management of the explain why the record aforementioned right.  Notice of decision regular will be notified in writing was not to be informed in an explain who was to be informed in an explain who was to be informed in an explain who was to be informed in an explain when the explain when the explain we will be notified in writing when we will be notified in writing when the explain when the explain we will be notified in writing when the explain we will be notified in writing when the explain when the explain we will be notified in writing when the explain when the exp	be exercised or protected  ate, please continue on a separate ust sign all the additional folios.  to be exercised or protected: I requested is required for the exer	e folio and attach rcise or protection of the proved / denied. manner and
G.  If the it to  1. 2.  H.  You If you pro	Particulars of right to e provided space is inadequathis form. The requester management of the explain why the record aforementioned right.  Notice of decision regular will be notified in writing where the explain why the record aforement on the explain which is explain why the record aforement of the explain why the record aforement of the explain which is explain to the explain which is explained in writing which	be exercised or protected  ate, please continue on a separate ust sign all the additional folios.  to be exercised or protected: direquested is required for the exercised or protected: whether your request has been approacher manner, please specify the	e folio and attach rcise or protection of the proved / denied. manner and r request.

## 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.

Name of Body:

Chayair Manufacturing & Aviation CC

Head of Body:

Mr. NC Shelley

Postal address:

PO Box 807 MUSINA

0900

Street address:

18 Watson Avenue

MUSINA 0900

Telephone:

+27 15 534 3457

Facsimile:

+27 15 534 3459

E-mail:

chayair@limpopo.co.za

Information Officer:

Mrs. MA Pater

Contact details of Information Officer:

(a) E-mail: (b) Phone: chayair@limpopo.co.za +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 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 CHAYAIR MANUFACTURING & AVAIATION 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 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 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.

R

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

(a)		very photocopy of an A4-size page or nereof		1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic			
	(- <del>-</del> 20)	chine-readable form		0,75
(c)	For a copy in a computer-readable form on -			
	(i)	stiffy disc	, S	7,50
	(ii)	compact disc		70,00
(d)	(i)	For a transcription of visual images,		88
	5(3)	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
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:

				14
(1)	(a)	For every photocopy of an A4-size page or part thereof		1,10
	(b)	For ev	very printed copy of an A4-size page or	
		part th		
			chine-readable form	0,75
	(c)	For a		
		(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	5
	, ,		for an A4-size page or part thereof	40,00
		(ii)	For a copy of visual images	60,00
91	(e)	(i)	For a transcription of an audio record,	1
	( )	( )	for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
	(f)		arch for and prepare the record for disclosu	
	(-)	hour o	or part of an hour reasonably required for s	
		ргера	ration.	

- (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

(ii)

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:

Mari NOT	k the appropriate box with ar	iX		
(a)		equest in the specified form may oble.	depend on the form	
<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.			
(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 writt	en or printed form:		
	copy of record*	inspection of record		
	If record consists of vis s includes photographs, slide tches, etc.):	sual images s, video recordings, computer-ge	nerated images,	
	view the images	copy of the images*	transcription of the images*	
3.	If record consists of re- reproduced in sound:	corded words or information w	hich can be	
	listen to the sound- track (audio cassette)	transcription of soundtrack (written or printed docume		
4.	If record is held on corform:	nputer or in an electronic or m	achine-readable	
	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 to wish the copy or transcription Postage is payable.	ranscription of a record (above), on to be posted to you?	do you 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:
- 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 preferecord?	er to be informed of the	ne decision regarding you	r request for access to the
Signed at	this	day of	03
SIGNATURE OF R	EOUESTER / PERS	SON ON WHOSE BEHA	ALF 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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	U. Notice of decision regarding request for access	

#### 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.

Name of Body:

Compu Pharm (Pty) Ltd

Head of Body:

Mr. S Schutz

Postal address:

PO Box 35868 MENLO PARK

0102

Street address:

Suite 115, Panerto House 476 Kings highway

LYNNWOOD

0081

Telephone:

+27 12 348 9768

Facsimile:

+27 12 348 9896

E-Mail:

schutzy@mweb.co.za

Information Officer:

Mr. S Schutz

Contact details of Information Officer:

(a) Phone:

Fax:

+27 12 348 9768

(b)

+27 12 348 9896

(c) E-Mail:

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

		7	R
		1	1,10
		1	.,
		1	
or ma	chine-readable form	9	0,75
For a	copy in a computer-readable form on -		100
(i)	stiffy disc	5	7,50
(ii)	compact disc	1	70,00
(i)	For a transcription of visual images,	1	,
		İ	40,00
(ii)	For a copy of visual images	42	60,00
(i)	For a transcription of an audio record.	i	
			20,00
(ii)	For a copy of an audio record	80 80	30,00
	part ti For er part ti or ma For a (i) (ii) (i) (ii)	<ul> <li>(ii) compact disc</li> <li>(i) For a transcription of visual images, for an A4-size page or part thereof</li> <li>(ii) For a copy of visual images</li> <li>(i) For a transcription of an audio record, for an A4-size page or part thereof</li> </ul>	part thereof For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form For a copy in a computer-readable form on - (i) stiffy disc (ii) compact disc (i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a transcription of an audio record, for an A4-size page or part thereof

- 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)	part th	very photocopy of an A4-size page or nereof	1,10
	(b)	part tl or ma	very printed copy of an A4-size page or nereof held on computer or in electronic chine-readable form	0,75
9	(c)	For a (i)	copy in a computer-readable form on - 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
€0	(f)	hour	earch for and prepare the record for disclosu or part of an hour reasonably required for su aration.	re, R30,00 for each uch a search and

For purposes of section 54(2) of the Act, the following applies: (2)

- Six hours as the hours to be exceeded before a deposit is payable; and
- one third of the access fee is payable as a by the requester. (b)
- The actual postage is payable when a copy of a record must be posted to a (3)requester.

#### PRESCRIBED REQUEST FORM 9.

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]

# Particulars of private body

The Head: Compu Pharm (Pty) Ltd

# Particulars of person requesting access to the record

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

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

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

Mark the appropriate hor with an V

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

	view the images	copy of the images*	transcription of the images*
3.	If record consists of rec reproduced in sound:	corded words or information w	vhich can be
	listen to the sound- track (audio cassette)	transcription of soundtrack (written or printed docume	
4.	If record is held on conform:	nputer or in an electronic or m	achine-readable
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compac- disk)
881	Postage is payable.	on to be posted to you?	
G.	Particulars of right to	be exercised or protected	
If t	Particulars of right to		te folio and attach
If t	Particulars of right to the provided space is inadeque this form. The requester mu  Indicate which right is	be exercised or protected  ate, please continue on a separa	
If to it to	Particulars of right to the provided space is inadequate this form. The requester mu Indicate which right is to Explain why the record aforementioned right.	be exercised or protected  ate, please continue on a separa ust sign all the additional folios to be exercised or protected:	
If t it to 1. 2. H.	Particulars of right to the provided space is inadequal this form. The requester mu  Indicate which right is to Explain why the record aforementioned right.  Notice of decision regular thanks will be notified in writing we wou wish to be informed in an	be exercised or protected  ate, please continue on a separa ust sign all the additional folios to be exercised or protected: requested is required for the exe	ercise or protection of the proved / denied.
If t it to 1. 2. H. Your Ho	Particulars of right to the provided space is inadequal this form. The requester mu Indicate which right is to Explain why the record aforementioned right.  Notice of decision regular than will be notified in writing we wou wish to be informed in an anyou'de the necessary particular	be exercised or protected  ate, please continue on a separa ast sign all the additional folios to be exercised or protected: requested is required for the exe arding request for access  whether your request has been ap other manner, please specify the	ercise or protection of the oproved / denied. e manner and ur request.

# 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**

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

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.

Name of Body:

Cutting Edge Hair Design CC

Head of Body:

Mr. LHB van Zweel

Postal address:

PO Box 73271

LYNNWOOD RIDGE

0040

Street address:

Shop UF 79 Menlyn Park Shopping Centre

MENLYN

0102

Telephone:

+27 12 368 1066

Facsimile:

+27 12 346 0048

Information Officer:

Mr. LHB van Zweel

Contact details of Information Officer:

Phone:

+27 12 368 1066

(a) (b) Fax:

+27 12 368 0048

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

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 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:

	- F			8	K
(a)		very photocopy of an A4-size page or nereof			1,10
(b)	part th	very printed copy of an A4-size page or nereof held on a computer or in electronic		İ	
	or ma	chine-readable form		1	0,75
(c)	For a	copy in a computer-readable form on -			200
	(i)	stiffy disc			7,50
	(ii)	compact disc		Ü	70,00
(d)	(i)	For a transcription of visual images,	4	9	11.00 10.00 <b>V</b> . 10.00 10.00
		for an A4-size page or part thereof	5. 9		40,00
部	(ii)	For a copy of visual images		1	60,00
(e)	(i)	For a transcription of an audio record,		1	
		for an A4-size page or part thereof		7	20,00
Tl	(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:

			4	1
(1)	(a)	For every photocopy of an A4-size page or	1	0.00
		part thereof		1,10
	(b)	For every printed copy of an A4-size page or	0	
	1200	part thereof held on computer or in electronic		
		or machine-readable form	i	0,75
	(c)	For a copy in a computer-readable form on -	ii.	

	(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 se	arch for and prepare the record for disclosu	ire, R30,00 for each	
(-)	hour	or part of an hour reasonably required for s	uch a search and	

(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	
V 250	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.

	copy of record*	inspection of record				
	If record consists of vi is includes photographs, slide etches, etc.):	sual images es, video recordings, compute	r-generate	d imag	ges,	
	view the images	copy of the images*		transci	ription ages*	of
3.	If record consists of re reproduced in sound:	ecorded words or informatio	on which	can be		
	listen to the sound- track (audio cassette)	transcription of soundt				
4.	If record is held on co form:	mputer or in an electronic o	or machin	e-read	table	
	printed copy of record*	printed copy of information derived from the record*		readal	in com ble for or cor	m*
	*If you requested a copy or	transcription of a record (aborton to be posted to you?	ve), do yo	u	YES	NO
Pai	*If you requested a copy or wish the copy or transcript Postage is payable.  rticulars of right to be exer	ion to be posted to you?	ve), do yo	u	YES	NO
If ti	wish the copy or transcripts Postage is payable.  rticulars of right to be exer  the provided space is inadeque this form. The requester m  Indicate which right is Explain why the record	ion to be posted to you?	arate folic	o and a	nttach	
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G.

H.

# 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**

# 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.

Name of Body:

Davidsons Fibreglass (Pty) Ltd

Head of Body:

Mr. PG Davidson

Postal address:

PO Box 32027 GLENSTANTIA

0010

Street address:

Unit A2 Gallagher Corner

Richards Drive MIDRAND

Telephone:

+27 11 805 0480

Facsimile:

+27 11 805 0502

E-Mail:

mwsilvia@mweb.co.za

Information Officer:

Mr. PG Davidson

Contact details of Information Officer:

Phone:

+27 11 805 0480

(b) Fax:

+27 11 805 0502

(c)

(a)

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

E-mail:

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

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- 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:

			80	K
(a)	For ev	very photocopy of an A4-size page or nereof		1,10
(b)	For ev	very printed copy of an A4-size page or	- [	
		nereof held on a computer or in electronic		
		chine-readable form	1	0,75
(c)	For a	copy in a computer-readable form on -		
	(i)	stiffy disc	ì	7,50
	(ii)	compact disc	28	70,00
(d)	(i)	For a transcription of visual images,	1	
( )	```	for an A4-size page or part thereof	î	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	ž.	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:

			2000
(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	
7 - 7	(ii)	For a copy of an audio record	30,00	
(f)	To se	arch for and prepare the record for disclosu	re, R30,00 for e	each
	hour o	or part of an hour reasonably required for suration.		

- (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>(b)</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:

#### Particulars of record D.

- Provide full particulars of the record to which access is requested, (a) including the reference number if that is known to you, to enable the record to be located.
- If the provided space is inadequate, please continue on a separate (b) folio and attach it to this form. The requester must sign all the additional folios.
- Description of record or relevant part of the record: 1.
- Reference number, if available: 2.
- Any further particulars of record: 3.

#### E. Fees

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

Reason for exemption from payment of fees:

#### Form of access to record F.

copy of 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. Form in which record is required: Disability: Mark the appropriate box with an X NOTES: Compliance with your request in the specified form may depend on the form (a) with the record is available. Access in the form requested may be refused in certain circumstances. In (b) such a case you will be informed if access will be granted in another form. The fee payable for access to the record, if any, will be determined partly (c) by the form in which access is requested. If the record is in written or printed form: 1. inspection of record

	view the images	copy of the images*		scription of images*
3.	If record consists of re- reproduced in sound:	corded words or information v	vhich can	be
	listen to the sound- track (audio cassette)	transcription of soundtrack		
4.	If record is held on conform:	nputer or in an electronic or m	achine-re	adable
	printed copy of record*	printed copy of information derived from the record*	read	y in computer dable form* ffy or compact k)
2	*If you requested a copy or tr wish the copy or transcriptio Postage is payable.	anscription of a record (above), on to be posted to you?	do you	YES NO
Par	ticulars of right to be exerci	sed or protected		
If th it to	e provided space is inadequa this form. The requester mus	te, please continue on a separate st sign all the additional folios.	e folio and	l attach
1. 2.	Indicate which right is to Explain why the record raforementioned right.	be exercised or protected: requested is required for the exer	cise or pro	otection of the
	*		e e	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			

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H.

record?

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

\_\_\_ this \_\_\_\_ day of \_

# 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.

Name of Body:

Drs McAtamney & Clark Incorporated

Head of Body:

Dr. G McAtamney

Postal address:

PO Box 10933 VORNA VALLEY

1686

Street address:

Suite 3, Midway Mews

Cnr 7th Road and Harry Galaun Str.

1685

Telephone:

+27 11 315 0462

Facsimile:

+27 11 315 4211

Information Officer:

Dr. G McAtamney

Contact details of Information Officer:

Phone:

+27 11 315 0462

(b) Fax:

(a)

+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

E-mail:

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 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 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.

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

			74	K
(a)	For ev	very photocopy of an A4-size page or nereof		1,10
(b)		very printed copy of an A4-size page or	44	
		nereof held on a computer or in electronic chine-readable form		0,75
(c)	For a	copy in a computer-readable form on -	7	
U. 15	(i)	stiffy disc	1	7,50
	(ii)	compact disc	1	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	- 1	20,00
	(ii)	For a copy of an audio record	- 1	30,00

- 3. The requested fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R 50,00.
- 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 ma	chine-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 se	arch for and prepare the record for disclosu	re, R30,00 for each
		or part of an hour reasonably required for s ration.	uch a search and

- (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.

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

ве иниспеи.

Full names and surname:

Identity number:

Postal address:

Fax number:

(c)

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

Disab	ility:	Form in which re	ecord is required:		
Mark NOTI	the appropriate box with a	an X			
(a)	Compliance with your with the record is avail	request in the specified form may lable.	depend on the form		
<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.				
(c)	The fee payable for accept the form in which a	cess to the record, if any, will be a	letermined partly		
1.	If the record is in wri	tten or printed form:			
	copy of record*	inspection of record			
2. (This		visual images des, video recordings, computer-ge	enerated images,		
	ches, etc.):		4		

=	listen to the sound- track (audio cassette)	transcription of soundtrack * (written or printed document)			a m
4.	If record is held on con form:	nputer or in an electronic or mach	ine-read	able	
	printed copy of record*	printed copy of information derived from the record*	copy in readab (stiffy disk)	le for	m*
//	*If you requested a copy or transcription  Postage is payable.	anscription of a record (above), do yn to be posted to you?	you	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:
- Explain why the record requested is required for the exercise or protection of the aforementioned right.
- H. Notice of decision regarding request for access

Signed at

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 i	informed of the decision	n regarding	your reques	t for access to th
record?				
			61.96	

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.

Name of Body:

Dumont Healthcare (Pty) Ltd

Head of Body:

Mr. S Schutz

Postal address:

PO Box 35868 MENLO PARK

0102

Street address:

Suite 115, Panerto House

476 Kingshighway LYNNWOOD

0081

Telephone:

+27 12 348 9768

Facsimile:

+27 12 348 9896

E-Mail:

schutzy@mweb.co.za

Information Officer:

Mr. S Schutz

Contact details of Information Officer:

Phone: Fax:

E-Mail:

+27 12 348 9768

(b)

(a)

+27 12 348 9896

(c)

schutzy@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)		very photocopy of an A4-size page or hereof	1,10
(b)	part ti	very printed copy of an A4-size page or hereof held on a computer or in electronic	
	or ma	chine-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,	7865 <b>€</b> .58870
		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:

		Market Control of the	ĸ
(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	1.5
		part thereof held on computer or in electronic	
		or machine-readable form	0.75

(c)	For a	copy in a computer-readable form on -	
977555	(i)	stiffy disc	7,50
	(ii)	compact disc	70,00
(d)	(i)	For a transcription of visual images,	
7070		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
<b>(f)</b>	To se	arch for and prepare the record for disclosi	ire, R30,00 for each
	hour	or part of an hour reasonably required for s ration.	

- (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.
- Description of record or relevant part of the record:
- Reference number, if available:
- 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: Compliance with your request in the specified form may depend on the form (a) with the record is available. 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. If the record is in written or printed form: copy of record\* inspection of record 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\*

	listen to the sound- track (audio cassette)	transcription of soundtrack (written or printed docume		-	
4.	If record is held on corform:	nputer or in an electronic or m	achine-re	adable	
	printed copy of record*	printed copy of information derived from the record*	read	y in com dable for ffy or con k)	m*
	wish the copy or transcription	ranscription of a record (above), on to be posted to you?	do you	YES	NO
G.	Postage is payable.	be exercised or protected			
If the it to	Postage is payable.  Particulars of right to the provided space is inadequate this form. The requester multiple in the right is the space of the provided space is inadequate the provided space in the provided space is inadequate the provided space in the provided space is inadequate the provided space in the provided space is inadequate the provided space in the provided	be exercised or protected  ate, please continue on a separa ust sign all the additional folios to be exercised or protected:	0		of the
If th	Postage is payable.  Particulars of right to the provided space is inadequate this form. The requester multiple in the right is the space of the provided space is inadequate the provided space in the provided space is inadequate the provided space in the provided space is inadequate the provided space in the provided space is inadequate the provided space in the provided	be exercised or protected ate, please continue on a separa ast sign all the additional folios	0		of the
If the it to	Postage is payable.  Particulars of right to the provided space is inadequate this form. The requester multiple is the Explain why the record aforementioned right.	be exercised or protected  ate, please continue on a separa ust sign all the additional folios to be exercised or protected:	0		of the

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

record?

## 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.

Name of Body:

E. Zwygart - Farmer

Head of Body:

Mr. E Zwygart

Postal address:

PO Box 534 HEIDELBERG

1438

Street address:

Portion 31

KAFFERSKRAAL

381 IR

Telephone:

+27 16 342 0705

Facsimile:

+27 11 825 5495

Information Officer:

Mrs. S Kyossev Zwygart

Contact details of Information Officer:

(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. Zwygart - 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. Zwygart – 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

- 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)		very photocopy of an A4-size page or hereof	1,10
(b)		very printed copy of an A4-size page or hereof held on a computer or in electronic	
	or ma	chine-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,	T.
		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
(a)			1,10
(b)	part th	hereof held on computer or in electronic	0.75
(c)			0,75
(0)		마이크리큐스트(), '' [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [	7,50
		57577757 T 15775777	70,00
(d)	1.700.00		100 <b>6</b> 00
			40,00
	(ii)	For a copy of visual images	60,00
(e)		For a transcription of an audio record,	15 %
7.05	. 1.6.	for an A4-size page or part thereof	20,00
	(ii)	For a copy of an audio record	30,00
(f)			
	(b) (c) (d) (e)	(b) For every part to or ma (c) For a (i) (ii) (d) (i) (e) (ii) (ii) (ii) (f) To se	part thereof  (b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form  (c) For a copy in a computer-readable form on -  (i) stiffy disc  (ii) compact disc  (d) (i) For a transcription of visual images, for an A4-size page or part thereof  (ii) For a copy of visual images  (e) (i) For a transcription of an audio record, for an A4-size page or part thereof  (ii) For a copy of an audio record

(2) For purposes of section 54(2) of the Act, the following applies:

preparation.

- (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. Zwygart - 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.
- Description of record or relevant part of the record:
- 2. Reference number, if available:
- 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

DISE	ability:	Form in which r	ecord is required:
NO	rk the appropriate box with ar TES:		
(a) (b) (c)	with the record is availa Access in the form reque such a case you will be i	ested may be refused in certain c informed if access will be grante ess to the record, if any, will be a	ircumstances. In d in another form.
1.	If the record is in writt	en or printed form:	
	copy of record*	inspection of record	
	If record consists of visits includes photographs, slides etches, etc.):	sual images s, video recordings, computer-ge	merated images,
5 T A S	view the images	copy of the images*	transcription of the images*
3.	If record consists of rec reproduced in sound:	corded words or information w	vhich can be

i Še	printed copy of record*	printed copy of information derived from the record*	rea	oy in com dable for ffy or cou sk)	m*
	*If you requested a copy or wish the copy or transcrip Postage is payable.	transcription of a record (above), tion to be posted to you?	do you	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:
- 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.

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

E-mail:

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

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 fo	r reproduction	referred to in	n regulation	11(1)	are as follows:
	* *** ****	. reproduction	TOTOLICG CO I	i ioguiumon	* * ( * )	are as lone ws.

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

				K
(1)	(a)		very photocopy of an A4-size page or	1 -
		part th	hereof	1,10
9	(b)		very printed copy of an A4-size page or hereof held on computer or in electronic	
		or ma	chine-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	. 1
			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 reco	rd,
	*	9. 9	for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
200			ggragg garmenaraggarana ana mananakangg bermulah katawangg	

- (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: Mark the appropriate box with an X NOTES: Compliance with your request in the specified form may depend on the form (a) with the record is available. Access in the form requested may be refused in certain circumstances. In (b) such a case you will be informed if access will be granted in another form. The fee payable for access to the record, if any, will be determined partly (c) by the form in which access is requested. If the record is in written or printed form: 1. inspection of record copy of record\* If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.): transcription of view the images copy of the images\* the images\* If record consists of recorded words or information which can be 3. reproduced in sound: listen to the soundtranscription of soundtrack \* (written or printed document) track (audio cassette)

printed copy of record*		printed copy of information derived from the record*	rea	by in com dable for iffy or con sk)	m*
*If you requested a copy or	r tran	scription of a record (above),	do you	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:
- 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.

ecord?	\$ ×	*		
Signed at	this	day of	-	03
		:4		
* <sub>2.9</sub>			E 2 4	

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**

## 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.

Name of Body:

Erf 469R Brooklyn (Pty) Ltd

Head of Body:

Mrs. C Schutz

Postal address:

PO Box 73271

LYNNWOOD RIDGE

0040

Street address:

217 Aries Street

WATERKLOOF RIDGE

0181

Telephone:

+27 12 346 0455

Facsimile:

+27 12 346 0048

E-Mail:

2.

schutzco@icon.co.za

Information Officer:

Mrs. C Schutz

Contact details of Information Officer:

Phone:

+27 12 346 0455

(b) (c)

(a)

Fax: E-Mail: +27 12 346 0048 schutzco@icon.co.za

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 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

#### Movable and Immovable Property 5.2.2

- 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)		very photocopy of an A4-size page or nereof	-	1,10
(b)		very printed copy of an A4-size page or nereof held on a computer or in electronic		
	or ma	chine-readable form	-	0,75
(c)	For a	copy in a computer-readable form on -		5-4-4-4-5-4-5-4-5-4-5-4-5-4-5-4-5-4-5-4
	(i)	stiffy disc	1	7,50
	(ii)	compact disc	ĺ	70,00
(d)	(i)	For a transcription of visual images,	i	
	17	for an A4-size page or part thereof	* (	40,00
	(ii)	For a copy of visual images	1	60,00
(e)	(i)	For a transcription of an audio record,	1	¥10
		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)		very photocopy of an A4-size page or nereof	1,10
	(b)		very printed copy of an A4-size page or hereof held on computer or in electronic	
		or ma	chine-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,	2000 II
			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
138	(f)	hour o	arch for and prepare the record for disclosur or part of an hour reasonably required for s ration.	and the state of t

- (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:

## 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.
- 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>(b)</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. Access in the form requested may be refused in certain circumstances. In (b) 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 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 soundtranscription of soundtrack \* track (audio cassette) (written or printed document)

	printed copy of record*	printed copy of information derived from the record*	rea (sti	by in come dable for selection for constant of the constant of	m*
--	-------------------------	--	-------------	--	----

## 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:
- 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 record?	to be informed of th	e decision regarding you	r request for access to the
Signed at	this	day of	03
			39 22

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.

Name of Body:

Erf 584 Bonita Crescent (Pty) Ltd

Head of Body:

Mr. KA Voigt

Postal address:

PO Box 48602 HERCULES

0030

Street address:

584 Bonita Crescent

Kirkney Ext 5

ZANDFONTEIN

Telephone:

+27 12 372 1431

Facsimile:

+27 12 372 1430

E-Mail:

wrb1@lantic.net

Information Officer:

Mr. KA Voigt

Contact details of Information Officer:

(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 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.

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

1411001			R
(a)		very photocopy of an A4-size page or hereof	1,10
(b)		very printed copy of an A4-size page or hereof held on a computer or in electronic	1
W.	or ma	chine-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,	i
		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:

			K		
(a)		눈이 있는데 맛있다면 맛이 하나 얼마나면서 사람들은 나가 하나 집에 가게 되었다면 가게 되었다면 하다는데 나를 되었다면 하다.	1,10		
(b)			80. <b>4</b> (50.00)		
	part thereof held on computer or in electronic				
	or ma	0,75			
(c)	For a	V-000			
	(i)	stiffy disc	7,50		
		compact disc	70,00		
(d)	(i)	For a transcription of visual images,			
			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				
-					
	(c) (d) (e)	(b) For every part the or ma (c) For a (i) (ii) (d) (i) (d) (ii) (ii) (e) (ii) (ii) (f) To see thour control or material (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iiii) (iiii) (iiii) (iiiiiii) (iiiiiiii	part thereof  (b) For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form  (c) For a copy in a computer-readable form on -  (i) stiffy disc  (ii) compact disc  (d) (i) For a transcription of visual images,  for an A4-size page or part thereof  (ii) For a copy of visual images  (e) (i) For a transcription of an audio record,  for an A4-size page or part thereof  (ii) For a copy of an audio record  (ii) For a copy of an audio record  (f) To search for and prepare the record for disclosure.		

- (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.
- Description of record or relevant part of the record:
- 2. Reference number, if available:
- 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.
<i>(b)</i>	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

Disal	bility:		Form in which record is required:					
Mark NOT	t the appropriate box with a ES:	n X		:				
(a)	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.							
(c)	The fee payable for acce	access to the record, if any, will be determined partly						
	by the form in which access is requested.							
1.	If the record is in write	en or printec	l form:					
	copy of record*	inspecti	on of record	1				
W. S. C.	If record consists of vis							
(This	If record consists of vision includes photographs, slide tohes, etc.):	s, video recor	dings, computer-g	transcription of				
(This	includes photographs, slide tches, etc.):	s, video recor	the images*	transcription of the images*				
(This	view the images  If record consists of re	copy of corded words	the images*	transcription of the images*  which can be				
	view the images  If record consists of re reproduced in sound:	corded words  transcri (written	the images* s or information ption of soundtrac or printed docum	transcription of the images*  which can be				

*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:
- 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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	U Notice of decision regarding request for googs	Q

#### 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

#### 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.

Name of Body:

Eternity Star Investments CC

Head of Body:

Mr. MW Pretorius

Postal address:

PO Box 1717

**GARSFONTEIN-EAST** 

0060

Street address:

689 Windsor Road

**GARSFONTEIN** 

0060

Telephone:

+27 12 993 3390

Facsimile:

+27 12 993 3390

**Information Officer:** 

Mr. MW Pretorius

Contact details of Information Officer:

(a) Phone: (b) Fax:

+27 12 993 3390 +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

E-mail:

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.

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- 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

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

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)		very photocopy of an A4-size page or nereof	T.	1,10
(b)		very printed copy of an A4-size page or nereof held on a computer or in electronic	19 93	
	or ma	chine-readable form	- 1	0,75
(c)	For a	copy in a computer-readable form on -		
	(i)	stiffy disc	4	7,50
	(ii)	compact disc	. /	70,00
(d)	(i)	For a transcription of visual images,	1	59
	38.50	for an A4-size page or part thereof	**	40,00
	(ii)	For a copy of visual images	Ì	60,00
(e)	(i)	For a transcription of an audio record,	60	
		for an A4-size page or part thereof	1	20,00
	(ii) ·	For a copy of an audio record	i	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)		very photocopy of an A4-size page or hereof	1,10
	(b)		very printed copy of an A4-size page or	1,10
			hereof held on computer or in electronic schine-readable form	0.75
	(c)		copy in a computer-readable form on -	0,75
	. ,	(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	1
			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	i,
			for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
	(f)		arch for and prepare the record for discle	
			or part of an hour reasonably required fo ration.	r such a search and

- (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.
- Description of record or relevant part of the record:
- 2. Reference number, if available:
- 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: Compliance with your request in the specified form may depend on the form (a) 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 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 soundtranscription of soundtrack \* track (audio cassette) (written or printed document)

	printed copy of record*	printed copy of information derived from the record*	rea	y in com dable for ffy or con sk)	m*
--	-------------------------	--	-----	--	----

#### 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:
- 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 record?	to be informed of th	e decision regarding your	request for access to the
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**

#### 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.

Name of Body:

Faranani Distributors (Pty) Ltd

Head of Body:

Mr. CL Maasburg

Postal address:

PO Box 1334 SILVERTON

0127

Street address:

9 Reedbuck Crescent

Corporate Park MIDRAND

Telephone:

+27 11 314 0130

Facsimile:

+27 11 314 2428

E-mail:

craig@farananidist.com

**Information Officer:** 

Mr. CL Maasburg

Contact details of Information Officer:

(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

E-mail:

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 DISTRBUTORS (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 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:

		· · · · · · · · · · · · · · · · · · ·	10	R
(a)		very photocopy of an A4-size page or nereof	3 3	1,10
(b)		very printed copy of an A4-size page or nereof held on a computer or in electronic	- 1	
24	or ma	chine-readable form	10	0,75
(c)	For a	copy in a computer-readable form on -	1	
	(i)	stiffy disc	9	7,50
	(ii)	compact disc	Í	70,00
(d)	(i)	For a transcription of visual images,		
		for an A4-size page or part thereof	4	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	1	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:

				K
(1)	(a)		very photocopy of an A4-size page or	1 10
	7/1942/994	7. · . · · · · · · · · · · · · · · · · ·	hereof	1,10
	(b)		very printed copy of an A4-size page or	
		part th	nereof held on computer or in electronic	
		or ma	chine-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) 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: inspection of record copy of record\* 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: transcription of soundtrack \* listen to the soundtrack (audio cassette) (written or printed document)

		printed copy of record*	printed copy of information derived from the record*	rea	oy in com dable for ffy or co sk)	m*
--	--	-------------------------	--	-----	--	----

#### 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:
- 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 record?	to be informed of th	e decision regarding your	request for access to th
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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	5.2.1 Operational records	
	5.2.2 Movable and Immovable Property	
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	5.2.4 Communication	
6.	Other information as may be prescribed	4
7.		
8.	· 발생님은 그 아이들은 바이에 보면 중에 하고 있는 가게 없었습니다. 그 없는 사람들은 바이를 가게 없는 사람들은 하는 사람들이 하나 사람들이 되었습니다. 그 사람들이 하나 사람들	
9.		
	A. Particulars of private body	
	B. Particulars of person requesting access to the record	
	C. Particulars of person on whose behalf request is made	
	D. Particulars of person requesting access to the record	6
	E. Fees.	7
	F. Form of access to record	7-8
	G. Particulars of right to be exercised or protected	8
	H. Notice of decision regarding request for access	

#### 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**

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

The directors of Fountains Farm (Pty) Ltd have 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.

Name of Body: Fountains Farm (Pty) Ltd

Head of Body: Mr. E Zwygart

Postal address: PO Box 534

HEIDELBERG

1438

Street address: Portion 31

KAFFERSKRAAL

381 IR

**Telephone:** +27 16 342 0705

**Facsimile:** +27 11 825 5495

Information Officer: Mrs. S Kyossev Zwygart

Contact details of Information Officer: (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 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:

		¥00	R
For e	very photocopy of an A4-size page or	80	
part th	nereof	1	1,10
For e	very printed copy of an A4-size page or	1	
part th	nereof held on a computer or in electronic	Î	
or ma	chine-readable form	20	0,75
For a	copy in a computer-readable form on -	140	~ 69
(i)	stiffy disc	60	7,50
(ii)	compact disc	į.	70,00
(i)	For a transcription of visual images,	1	
	for an A4-size page or part thereof		40,00
(ii)	For a copy of visual images		60,00
	970000 Ig6000		
(i)	For a transcription of an audio record,		
		7	20,00
(ii)	For a copy of an audio record	7	30,00
	part the For expart the for ma For a (i) (ii) (ii)	<ul> <li>(ii) compact disc</li> <li>(i) For a transcription of visual images, for an A4-size page or part thereof</li> <li>(ii) For a copy of visual images</li> <li>(i) For a transcription of an audio record, for an A4-size page or part thereof</li> </ul>	part thereof For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form For a copy in a computer-readable form on - (i) stiffy disc (ii) compact disc (i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images  (i) For a transcription of an audio record, for an A4-size page or part thereof

- 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:

			V V	R
(1)	(a)		very photocopy of an A4-size page or hereof	1 10
	(b)		very printed copy of an A4-size page or	1,10
	(0)		hereof held on computer or in electronic	
		or ma	chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	· C
		(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	5)
			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,	5
			for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
	(f)		arch for and prepare the record for disclosur	

- (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.
- 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. The fee payable for access to the record, if any, will be determined partly (c) by the form in which access is requested. If the record is in written or printed form: 1. copy of record\* inspection of record 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 soundtranscription of soundtrack \* track (audio cassette) (written or printed document)

	printed copy of record*	printed copy of information derived from the record*	rea	oy in com dable for ffy or cou sk)	m*
*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.					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:
- 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	i prefer to be int	formed of the decisi	ion regarding you	r request for ac	cess to the
record:					
	18				

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.

Name of Body:

GSC Marketing CC

Head of Body:

Mr. RJ Howlette

Postal address:

PO Box 40083 FAERIE GLEN

0043

Street address:

The Palisades 28

819 Koedoeberg Road

FAERIE GLEN

Telephone:

+27 12 991 4131

Facsimile:

+27 12 991 4131

E-Mail:

mareebo@iafrica.com

Information Officer:

Mr. RJ Howlette

**Contact details of Information Officer:** 

(a) Phone:

+27 12 991 4131

(b) (c)

Fax: E-Mail: +27 12 991 4131

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

E-mail:

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)		very photocopy of an A4-size page or hereof	1,10
(b)		very printed copy of an A4-size page or hereof held on a computer or in electronic	-,
	or ma	chine-readable form	0,75
(c)	For a	copy in a computer-readable form on -	35
	(i)	stiffy disc	7,50
	(ii)	compact disc	70,00
(d)	(i)	For a transcription of visual images,	£000 <b>€</b> 160000
	3	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

- 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 ev	very photocopy of an A4-size page or	
		part th	nereof	1,10
	(b)	For ev	very printed copy of an A4-size page or	
		part tl	nereof held on computer or in electronic	
		or ma	chine-readable form	0,75
	(c)	For a	8)	
		(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 sea	arch for and prepare the record for disclosu	re, R30,00 for each
	5004.501		HER CHARLES HER CHARLES IN LA FINIT CHARLES CHARLES CHARLES CHARLES CHARLES CHARLES CHARLES CHARLES CHARLES	: 시청 전투에 보이고 되는 아래 없는 이 이번 사람이 되었다고 하다 하는데

- (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

hour or part of an hour reasonably required for such a search 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.

preparation.

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

# 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

Disal	oility:	Form in which r	ecord is required:
Mark NOT	the appropriate box with an	n X	*
(a)	Compliance with your re with the record is availa	equest in the specified form may ble.	depend on the form
(b)		ested may be refused in certain c informed if access will be grante	
(c)	얼마 가장 이 가게 하는 것이 되었다면 하는 것이 되었다면 하는데 하는데 하는데 하는데 하는데 없다.	ess to the record, if any, will be a	
1. If the record is in written or printed form:			
	copy of record*	inspection of record	
	If record consists of vis sincludes photographs, slide tiches, etc.):	sual images s, video recordings, computer-ge	enerated images,
	view the images	copy of the images*	transcription of the images*
3.	If record consists of recreproduced in sound:	corded words or information v	vhich can be
	<del></del>		

4. If record is held or form:	o computer or in an electronic or n	nachine-re	adable	
printed copy of record*	printed copy of information derived from the record*	rea	y in con dable for ffy or co	m*
*If you requested a copy wish the copy or transcr Postage is payable.	or transcription of a record (above), ription to be posted to you?	do you	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:
- 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 record:	to be informed of th	e decision rega	rding your reque	st for access to the
Signed at	this	day of		03
an			,	

# 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

#### 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.

Name of Body:

Hatteras Investments CC

Head of Body:

Mr. RK Richmond

Postal address:

PO Box 2084

NEWLANDS

0049

Street address:

6 Marconi Nook

Hennopspark x 15

CENTURION

Telephone:

+27 12 653 8321

Facsimile:

+27 12 653 4291

E-mail:

roy@perc.co.za

Information Officer:

Mr. RK Richmond

Contact details of Information Officer:

(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

E-mail:

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

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

				R
(a)	For e	very photocopy of an A4-size page or		
9		hereof		1,10
(b)	For e	very printed copy of an A4-size page or		
	part tl	hereof held on a computer or in electronic		
	or ma	chine-readable form		0,75
(c)	For a	copy in a computer-readable form on -		19.500
	(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	9 8	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:

				N.
(1)	(a)		very photocopy of an A4-size page or hereof	1,10
	(b)	For ev	very printed copy of an A4-size page or	57.45.5°
			hereof held on computer or in electronic	
			chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	-31
	2015C	(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	#35###################################
		5/5	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,	51.0 <b>%</b> 5.35.
			for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
*	(f)	To se	arch for and prepare the record for disclosur	
		hour	or part of an hour reasonably required for su ration.	

- (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]

#### Particulars of private body A.

The Head: Hatteras Investments CC

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

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

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

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

Full names and surname:

Identity number:

#### Particulars of record D.

- Provide full particulars of the record to which access is requested, (a) including the reference number if that is known to you, to enable the record to be located.
- If the provided space is inadequate, please continue on a separate **(b)** folio and attach it to this form. The requester must sign all the additional folios.
- Description of record or relevant part of the record: 1.
- Reference number, if available: 2.
- 3. Any further particulars of record:

#### E. Fees

- A request for access to a record, other than a record containing personal (a) information about yourself, will be processed only after a request fee has been paid.
- You will be notified of the amount required to be paid as the request fee. **(b)**

- (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

Disa	bility:	Form in which r	ecord is required:			
Mari NOT	k the appropriate box with a	n X	# #			
(a) (b)	Compliance with your request in the specified form may depend on the form with the record is available.  Access in the form requested may be refused in certain circumstances. In					
(c)	such a case you will be informed if access will be granted in another form.					
1.	If the record is in writ	ten or printed form:				
	copy of record*	inspection of record				
	If record consists of vi					
(Thi		sual images es, video recordings, computer-ge	transcription of the images*			
	s includes photographs, slide etches, etc.) : view the images	es, video recordings, computer-ge	transcription of the images*			
(Thi	s includes photographs, slide etches, etc.):  view the images  If record consists of re	copy of the images*	transcription of the images*			
(Thi	s includes photographs, slide etches, etc.):  view the images  If record consists of re reproduced in sound:  listen to the sound-track (audio cassette)	copy of the images*  corded words or information we transcription of soundtract	transcription of the images*  which can be  k * ent)			

# G. Particulars of right to be exercised or protected

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

- Indicate which right is to be exercised or protected:
- 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 record?	to be informed of th	e decision regarding your	request for access to
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 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.

Name of Body:

Impangele Properties CC

Head of Body:

Mr. E Zwygart

Postal address:

PO Box 534

HEIDELBERG

1438

Street address:

Portion 39

KAFFERSKRAAL

381 IR

Telephone:

+27 16 342 0705

Facsimile:

+27 11 825 5495

Information Officer:

Mrs. S Kyossev Zwygart

Contact details of Information Officer:

Phone:

+27 11 825 6917

(b)

(a)

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 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 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

- 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:

V	_	£		R
(a)		very photocopy of an A4-size page or	50	
1223		hereof		1,10
(b)		very printed copy of an A4-size page or	8	
		hereof held on a computer or in electronic		
15.	or ma	chine-readable form		0,75
(c)	For a	copy in a computer-readable form on -	Si	SOLO-MONOS
	(i)	stiffy disc	- 1	7,50
	(ii)	compact disc		70,00
(d)	(i)	For a transcription of visual images,		1000 T. # 2000
		for an A4-size page or part thereof		40,00
ā.	(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:

Presiden	M. menso			R
(1)	(a)	For e	very photocopy of an A4-size page or	
		part th	hereof	1,10
	(b)		very printed copy of an A4-size page or	579/
22			hereof held on computer or in electronic	
		or ma	chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	1953
		(i)	stiffy disc	7,50
*	19	(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
9) to	(e)	(i)	For a transcription of an audio record,	ia ș
			for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
	(f)	To sea	arch for and prepare the record for disclosu	
		100		,,

(2) For purposes of section 54(2) of the Act, the following applies:

preparation.

(a) Six hours as the hours to be exceeded before a deposit is payable; and

hour or part of an hour reasonably required for such a search 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.
- The fee payable for access to a record depends on the form in which access (c) 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

Disa	ability:	Form in which r	ecord is required:
	rk the appropriate box with ar TES:	n X	W.
(a)	Compliance with your re	equest in the specified form may	depend on the form
(b)	with the record is availa Access in the form reque	ible. ested may be refused in certain c	rircumstances. In
	such a case you will be i	informed if access will be grante	d in another form.
(c)	The fee payable for acce by the form in which acc	ess to the record, if any, will be a	letermined partly
_	The second secon		
1.	If the record is in writt	en or printed form:	
	copy of record*	inspection of record	
	If record consists of visits includes photographs, slide etches, etc.):	sual images s, video recordings, computer-ge	enerated images,
	view the images	copy of the images*	transcription of the images*
3.	If record consists of recreproduced in sound:	corded words or information v	which can be

		printed copy of record*	printed copy of information derived from the record*	rea (sti	oy in com dable for iffy or cou sk)	m*
--	--	-------------------------	--	-------------	--	----

# 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:
- 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 record?	to be informed of th	e decision regarding yo	ur request for access to the
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.

Name of Body:

Ishuva (Pty) Ltd

Head of Body:

Mrs. C Schutz

Postal address:

PO Box 73271

LYNNWOOD RIDGE

0040

Street address:

217 Aries Street

WATERKLOOF RIDGE

0181

Telephone:

+27 12 346 0455

Facsimile:

+27 12 346 0048

E-Mail:

schutzco@icon.co.za

Information Officer:

Mrs. C Schutz

Contact details of Information Officer:

(a) Phone:

+27 12 346 0455

(b) Fax: (c) E-Mail: +27 12 346 0048 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

- 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)		very photocopy of an A4-size page or hereof	37	
4.	1 - Charles III 1 - Ch			1,10
(b)		very printed copy of an A4-size page or	- 8	
	part th	hereof held on a computer or in electronic		
- 12	or ma	chine-readable form		0,75
(c)	For a	copy in a computer-readable form on -	# 6 g	-,
	(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
			133	

- 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:

200			T.	R
(1)	(a)		very photocopy of an A4-size page or hereof	1,10
	(b)		very printed copy of an A4-size page or hereof held on computer or in electronic	•
			chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	
		(i)	stiffy disc	7,50
95		(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	1/12. <b>4</b> .525
	2500	83.50	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 se	arch for and prepare the record for disclosu	re, R30,00 for each
0			or part of an hour reasonably required for si	and the contract of the contra

(2) For purposes of section 54(2) of the Act, the following applies:

preparation.

- (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.
- 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. Form in which record is required: Disability: Mark the appropriate box with an X NOTES: Compliance with your request in the specified form may depend on the form (a) with the record is available. Access in the form requested may be refused in certain circumstances. In (b) 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 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:

2	listen to the sound- track (audio cassette)	transcription of soundtrack * (written or printed document	)		
4.	If record is held on con form:	nputer or in an electronic or mac	hine-re	eadable	21.80
	printed copy of record*	printed copy of information derived from the record*	rea	oy in com dable for ffy or cor sk)	m*
	*If you requested a copy or transcription Postage is payable.	anscription of a record (above), do n to be posted to you?	you	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:
- 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 record?	to be informed of th	e decision regarding your	request for access to the
Signed at	this	day of	03
		(6.1	9

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.

Name of Body:

Krokodil Eiendomme CC

Head of Body:

Mr. PHS Cronje

Postal address:

PO Box 905362 GARSFONTEIN

0042

Street address:

497 Alsation Road GARSFONTEIN

0042

Telephone:

+27 12 361 5306

E-mail:

Pietc@Tshwane.gov.za

Information Officer:

Mr. PHS Cronje

Contact details of Information Officer:

(a) E-mail:(b) Phone:

Pietc@Tshwane.gov.za +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

E-mail:

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
		1,10
For ev	very printed copy of an A4-size page or nereof held on a computer or in electronic	
		0,75
For a	copy in a computer-readable form on -	
(i)	stiffy disc	7,50
	compact disc	70,00
	For a transcription of visual images,	
3.5	for an A4-size page or part thereof	40,00
(ii)	For a copy of visual images	60,00
(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
	part the For every part the or main For a (i) (ii) (ii) (ii)	<ul> <li>(ii) compact disc</li> <li>(i) For a transcription of visual images, for an A4-size page or part thereof</li> <li>(ii) For a copy of visual images</li> <li>(i) For a transcription of an audio record, for an A4-size page or part thereof</li> </ul>

- 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:

			500 S0	R
(1)	(a)	For ev part th	very photocopy of an A4-size page or nereof	1,10
	(b)		very printed copy of an A4-size page or nereof held on computer or in electronic	
			chine-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,	
		0.000	for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
	(f)		arch for and prepare the record for disclosu	
	101 ( <b>17</b> 0 <b>7</b> 00)		or part of an hour reasonably required for stration.	uch a search and

- (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:
- Reference number, if available:
- 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

of acc		y to read, view or listen to the re reunder, state your disability an				
Disab	ility:	Form in which re	ecord is required:			
Mark NOTE	the appropriate box with an	X				
(a)	Compliance with your re with the record is available	quest in the specified form may ble.	depend on the form			
<b>(b)</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)		ss to the record, if any, will be d				
1.	If the record is in writte	en or printed form:				
	copy of record*	inspection of record				
	If record consists of vis includes photographs, slides ches, etc.):	sual images s, video recordings, computer-ge	enerated images,			
	view the images	copy of the images*	transcription of the images*			
3.	If record consists of recreproduced in sound:	corded words or information v	which can be			
	listen to the sound- track (audio cassette)	transcription of soundtract				

a	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 o wish the copy or transcrip Postage is payable.	r transcription of a record (above), tion to be posted to you?	do you 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:
- 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 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.

Name of Body:

Leon Van Zweel Family Trust

Head of Body:

Mr. LHB van Zweel

Postal address:

PO Box 73271

LYNNWOOD RIDGE

0040

Street address:

Shop UF 79 Menlyn Park Shopping Centre

MENLYN

0102

(a)

(b)

Telephone:

+27 12 368 1066

Facsimile:

+27 12 346 0048

Information Officer:

Mr. LHB van Zweel

Contact details of Information Officer:

Phone: Fax:

+27 12 368 1066 +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

E-mail:

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 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 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:

			42	R	
(a)	part th			1,10	
(b)	part th	very printed copy of an A4-size page or nereof held on a computer or in electronic chine-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	88	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 ev part th	very photocopy of an A4-size page or nereof	1,10	
	(b)		very printed copy of an A4-size page or nereof held on computer or in electronic		
			chine-readable form	0,75	
	(c)	For a	copy in a computer-readable form on -		
	10 50	(i)	stiffy disc	7,50	
		(ii)	compact disc	70,00	
	(d)	(i)	For a transcription of visual images,		
	10 6	FB(50)	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,		
	12:12:	07270	for an A4-size page or part thereof	20,00	
		(ii)	For a copy of an audio record	30,00	
	(f)	To se	re, R30,00 for eac	h	
	93630		or part of an hour reasonably required for suration.	ich a search and	

- (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.
- Description of record or relevant part of the record:
- Reference number, if available:
- 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

Disal	bility:	Form in which i	Form in which record is required:		
Mark NOT	k the appropriate box with an	X	*		
(a) (b) (c)	Compliance with your request in the specified form may depend on the form with the record is available.  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. 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 vis	ual images			
(Thi	If record consists of vis s includes photographs, slides etches, etc.) :	copy of the images*	transcription of the images*		
(Thi	s includes photographs, slides etches, etc.) : view the images	s, video recordings, computer-g	transcription of the images*		
(Thi	s includes photographs, slides etches, etc.) :  view the images  If record consists of records	copy of the images*	transcription of the images* which can be		
(Thi	s includes photographs, slides teches, etc.):  view the images  If record consists of record reproduced in sound:  listen to the sound-track (audio cassette)	corded words or information	transcription of the images*  which can be  ck * nent)		

### 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:
- 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 record?	be informed of the	e decision regarding you	r request for access to t
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.

Name of Body:

Lemko Packaging CC

Head of Body:

Mrs. AC Voigt

Postal address:

PO Box 389

HARTBEESPOORT

0216

Street address:

444 Baldwin Street HARTBEESPOORT

0260

Telephone:

+27 12 372 1431

Facsimile:

+27 12 372 1430

E-Mail:

wrb1@lantic.net

**Information Officer:** 

Mr. KA Voigt

Contact details of Information Officer:

(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)		very photocopy of an A4-size page or nereof	1,10
(b)	part th	very printed copy of an A4-size page or nereof held on a computer or in electronic	
Z . N		chine-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:

				ĸ
(1)	(a)		very photocopy of an A4-size page or	1.10
	002273	part th		1,10
	(b)		very printed copy of an A4-size page or nereof held on computer or in electronic	***
		or ma	chine-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,	
	V.08-4-0R-01	114069	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,	AT ST
			for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
	(f)	To se	arch for and prepare the record for disclosi	ure, R30,00 for each
	607	hour o	or part of an hour reasonably required for s	such a search and

- (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.

preparation.

## 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>(b)</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.
151 Td	reason for exemption.

Reason for exemption from payment of fees:

## F. Form of access to record

Disability: Form in which record is required:						
Mark NOT	the appropriate box with an ES:	X				
(a)		quest in the specified form may	depend on the form			
<b>(b)</b>	with the record is available	ble. sted may be refused in certain ci	rcumstances In			
(0)		nformed if access will be granted				
(c)		ss to the record, if any, will be d				
by the form in which access is requested.						
1.	If the record is in written or printed form:					
	copy of record*	inspection of record				
	If record consists of vis s includes photographs, slides etches, etc.):	ual images s, video recordings, computer-ge	nerated images,			
-	view the images	copy of the images*	transcription of the images*			
		If record consists of recorded words or information which can be				
3.	If record consists of recreproduced in sound:	corded words or information w	hich can be			

	printed copy of record*	printed copy of information derived from the record*	rea	oy in com dable for ffy or co sk)	m*
13	If you requested a copy or wish the copy or transcrip Postage is payable.	r transcription of a record (above), tion to be posted to you?	do you	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:
- 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.

8			
igned 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.

Name of Body:

McCormick Engineering CC

Head of Body:

Mr. RM McCormick

Postal address:

PO Box 35187

MENLO PARK

0102

Street address:

15 Twelfth Street

MENLO PARK

0102

Telephone:

+27 12 346 4020

Facsimile:

+27 12 460 5451

E-mail:

rmmc@icon.co.za

Information Officer:

Mr. RM McCormick

Contact details of Information Officer:

(a) E-mail: (b) Phone: rmmc@icon.co.za +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

E-mail:

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 OF1999
- 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:

	1.5		R
(a)	part th		1,10
(b)	part th	very printed copy of an A4-size page or hereof held on a computer or in electronic chine-readable form	0,75
(c)	For a	copy in a computer-readable form on -	
870.7%	(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
40	(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)	part th		1,10
	(b)	part th	very printed copy of an A4-size page or nereof held on computer or in electronic chine-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 se	arch for and prepare the record for disclosu or part of an hour reasonably required for su	re, R30,00 for each

(2) For purposes of section 54(2) of the Act, the following applies:

preparation.

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

#### E. Fees

- A request for access to a record, other than a record containing personal (a) 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.
- The fee payable for access to a record depends on the form in which access (c) is required and the reasonable time required to search for and prepare a record.
- If you qualify for exemption of the payment of any fee, please state the (d) 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. Form in which record is required: Disability: Mark the appropriate box with an X NOTES: Compliance with your request in the specified form may depend on the form (a) with the record is available. Access in the form requested may be refused in certain circumstances. In (b) such a case you will be informed if access will be granted in another form. The fee payable for access to the record, if any, will be determined partly (c) by the form in which access is requested. 1. If the record is in written or printed form: inspection of record copy of record\* If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.): transcription of view the images copy of the images\* the images\* If record consists of recorded words or information which can be 3. reproduced in sound: listen to the soundtranscription of soundtrack \* track (audio cassette) (written or printed document) 4. If record is held on computer or in an electronic or machine-readable form: printed copy of copy in computer printed copy of information derived readable form\* record\* from the record\* (stiffy or compact disk) \*If you requested a copy or transcription of a record (above), do you YES NO wish the copy or transcription to be posted to you? Postage is payable.

# G. Particulars of right to be exercised or protected

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

- 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.

Name of Body:

Moneyline 200 (Pty) Ltd

Head of Body:

Mrs. G McAtamney

Postal address:

PO Box 10933 VORNA VALLEY

0686

Street address:

2 of 101 Norfolk Street

CARSWALD

0686

Telephone:

+27 11 315 0462

Facsimile:

+27 11 315 4211

Information Officer:

Mrs. G McAtamney

Contact details of Information Officer:

Phone:

+27 11 315 0462

(b) Fax:

(a)

+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

E-mail:

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

## 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:

			K
(a)		very photocopy of an A4-size page or nereof	1,10
(b)		very printed copy of an A4-size page or nereof held on a computer or in electronic	
	or ma	chine-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)		very photocopy of an A4-size page or nereof	1,10
	(b)	part th	very printed copy of an A4-size page or nereof held on computer or in electronic chine-readable form	0,75
	(c)		copy in a computer-readable form on -	0,73
	(0)	(i)	stiffy disc	7,50
		(ii)	compact disc	70,00
e <sup>ge</sup>	(d)	(i)	For a transcription of visual images,	
	(3)(35)		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,	
		120	for an A4-size page or part thereof	20,00
		(ii)	For a copy of an audio record	30,00
	· (f)	To se	arch for and prepare the record for disclost or part of an hour reasonably required for s	

(2) For purposes of section 54(2) of the Act, the following applies:

preparation.

- (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:
- Reference number, if available:
- 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 from payment of fees:

reason for exemption.

## F. Form of access to record

Disa	bility:	Form in which r	ecord is required:			
	k the appropriate box with	an X	*			
	TES:					
(a)		Compliance with your request in the specified form may depend on the form				
ر.		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.					
(c)						
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.						
	and the second s					
1.	If the record is in wr	itten or printed form:				
	copy of record*	inspection of record				
2.	If record consists of	vienal images				
		des, video recordings, computer-ge	enerated images			
	etches, etc.):	see, video totorames, compater go	morated images,			
	<del></del>					
	view the images	copy of the images*	transcription of			
			the images*			

	listen to the sound- track (audio cassette)	transcription of soundtrack (written or printed docume			
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 tr wish the copy or transcription Postage is payable.	anscription of a record (above), on to be posted to you?	do you YES NO		

# G. Particulars of right to be exercised or protected

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

- Indicate which right is to be exercised or protected:
- 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 record?	to be informed of	the decision regarding you	ir request for access to th
Signed at	this _	day of	03
	35	53	

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.

Name of Body:

Marjo Development and Enterprises CC

Head of Body:

Mrs. MJ de Kok

Postal address:

PO Box 95484

WATERKLOOF

0145

Street address:

260 Waterkloof Avenue

BROOKLYN

0181

Telephone:

+27 12 460 2360

Facsimile:

+27 12 460 2360

Information Officer:

Mrs. MJ de Kok

Contact details of Information Officer:

Phone:

+27 12 460 2360

(b) Fax:

(a)

+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

E-mail:

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 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 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 ev		
	part tl	nereof	1,10
(b)	For ev	very printed copy of an A4-size page or	
	part th	nereof held on a computer or in electronic	
	or ma	chine-readable form	0,75
(c)	For a	copy in a computer-readable form on -	83
	(i)	stiffy disc	7,50
	(ii)	compact disc	70,00
(d)	(i)	For a transcription of visual images,	20
		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:

124	25.			ĸ
(1)	(a)		very photocopy of an A4-size page or nereof	1,10
	(b)		very printed copy of an A4-size page or	5. <b>6</b> 0.00
		part thereof held on computer or in electronic		
		or ma	chine-readable form	0,75
	(c)	For a	copy in a computer-readable form on -	and the second
		(i)	stiffy disc	7,50
*		(ii)	compact disc	70,00
	(d)	(i)	For a transcription of visual images,	V6.51.5
	5200	(5-51)	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		
			or part of an hour reasonably required for se	
			ration.	N 14 600

- (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.
- Description of record or relevant part of the record:
- Reference number, if available:
- 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: Compliance with your request in the specified form may depend on the form (a) with the record is available. Access in the form requested may be refused in certain circumstances. In (b) such a case you will be informed if access will be granted in another form. The fee payable for access to the record, if any, will be determined partly (c) by the form in which access is requested. 1. If the record is in written or printed form: copy of record\* inspection of record 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)		
4.	If record is held on con form:	nputer or in an electronic or n	nachine-readable	
	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 tr wish the copy or transcription Postage is payable.	anscription of a record (above), on to be posted to you?	do you 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:
- 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 record?	to be informed of the decision regarding your	request for access to the
Signed at	this day of	03

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

PART 2 OF 2 STARTS ON PAGE 289