



# Government Gazette Staatskoerant

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**No. 24469**

## **M A N U A L**

*IN ACCORDANCE WITH*

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



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**INDEX**

<b>Company Name</b>	<b>Gazette No.</b>	<b>Date</b>	<b>Page No.</b>
Forecourt Express (Proprietary) Limited	24469	18-2-2003	3

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

**For**

**FORECOURT EXPRESS (PROPRIETARY) LIMITED**

**(Registration No. 1998/013125/07)**

**(the Company)**

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

- (i) Name of the Body: Forecourt Express (Pty) Limited;
- (ii) Head of the Body: Mr. George Ritchie;
- (iii) Information Officer: Mr. Brian Schmidt;
- (iv) Postal Address: P O Box 812, Uitenhage, 6230;
- (v) Street Address: First Floor, Five Ways Centre, Cape Road, Port Elizabeth, 6001;
- (vi) Telephone No.: 041-396 2700;
- (vii) Facsimile No.: 041-374 7576;
- (viii) E-mail Address: schmidt@forecourt.co.za

**2. Information required in terms of Section 51(1)(b) of the Act:**

Section 51(1)(b) of the Act calls for a description of the guide referred to in Section 10 of the Act, if available, and how to obtain access to it. The guide referred to in Section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act which information shall include, inter alia, the following:

- 2.1. the objects of the Act;
- 2.2. the relevant contact details of the private body;
- 2.3. the process that needs to be followed in order to request access to records;
- 2.4. assistance available from the South African Human Rights Commission;
- 2.5. how to gain access to the manual of a private body;
- 2.6. all the relevant remedies available in law to requester;
- 2.7. details on prescribed fees payable in respect of requests for information;

The guide referred to in Section 10 of the Act will be printed in each official language in the Government Gazette and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. Information required in terms of Section 51(1)(c) of the Act (as read with Section 52(2) of the Act:

A private body may, on a voluntary and periodic basis, submit to the Minister description of categories of records, which are automatically available without a person having to request access in terms of the Act. The Minister must publish any description so submitted by notice in the Government Gazette. The Company has not submitted any such description for publication in the Government Gazette.

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

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

- 4.1. Companies Act 61 of 1973;
- 4.2. Income Tax Act 58 of 1962;
- 4.3. Value-Added Tax Act 89 of 1991;
- 4.4. Labour Relations Act 66 of 1995;
- 4.5. Employment Equity Act 55 of 1998;
- 4.6. Skills Development Levies Act 97 of 1998;
- 4.7. Occupational Health and Safety Act 85 of 1993;
- 4.8. Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.9. Unemployment Insurance Act 30 of 1966.

5. Information required in terms of Section 51(1)(e) of the Act:

The following are the subjects and categories of records held:

5.1. Company Secretarial :

Documents of incorporation, memorandum and articles, amendments thereto, registers and minute books.

5.2. Accounting:

Books of account, vouchers, invoices, assets register and inventories.

5.3. Taxation:

Records relating to company tax, secondary tax on companies, PAYE, value-added tax and capital gains tax.

5.4. Insurance:

Records pertaining to insurance arrangements, policies and claims.

5.5. Movable and Immovable Property:

Lease agreements and Credit Agreements.

5.6. Agreements:

Agreements in respect of suppliers, customers, banking and with service providers.

5.7. Human Resources:

Employment records, conditions of employment, union and labour related matters, medical schemes and the like.

5.8. Operational:

Procurement, product information, marketing information, bank records, customer records, management records, data basis, correspondence, policies and procedures and legal proceedings.

5.9. Information Technology:

Procurement, maintenance and data communication arrangements.

6. Procedures for Requesting Access to a Record:

6.1. A person who wants access to the records of the company must complete the prescribed request form, being Form C which is printed in GN R187 dated 15 February 2002 and which can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za).

6.2. The request form, duly completed, must be sent to the address or fax number provided in clause 1 and marked for the attention of the Information Officer. All the pertinent sections in the request form must be completed fully, failing which the process will be delayed while the Information Officer requests such additional information.

6.3. The Information Officer will process the request and inform the requester of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure can be assessed on [www.sahrc.org.za](http://www.sahrc.org.za).

7. Refusal of Access and Protection of Information:

In terms of Chapter 4 of the Act, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

7.1. information for the protection of the privacy of individuals;

7.2. information for the protection of commercial information and confidential information of third parties;

7.3. information privileged from production and legal proceedings;

7.4. commercial information of the company;

7.5. research information.

8. Availability of Manual

A copy of this manual is available for inspection at the offices of the Company. Copies are also available from the South African Human Rights Commission and from the Government Printer.

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