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Vol. 452

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No. 24491

## MANUAL

*IN ACCORDANCE WITH*

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



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

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**BUCCO CANOPIES (PTY) LIMITED**  
 ("the Company")

**MANUAL PREPARED IN TERMS OF SECTION 51 OF  
 THE PROMOTION OF ACCESS TO INFORMATION ACT No.2 of 2000**  
 ("the Act")

**Bucco Canopies (Pty) Ltd is a privately owned company registered in terms of the Companies Act No.61 of 1973 amended to Act No.35 of 2001 under Registration Number 1995/120/22/07.**

**1. CONTACT DETAILS OF THE COMPANY**

- 1.1. *Managing Director:* Mr. Richard Rivalland
- 1.2. *Registered physical address:* Suite 1922, 320 West Street, Durban, 4001
- 1.3. *Registered postal address:* PO Box 1858, Durban, 4000
- 1.4. *Actual physical address:* 12 Devon Road, Pinetown, KwaZulu Natal
- 1.5. *Actual postal address:* PO Box 1934, Pinetown, 3600
- 1.6. *Telephone number:* 031 709 2260
- 1.7. *Fax number:* 031 709 2259
- 1.8. *Website address:* <http://www.bucco.com>
- 1.9. *Contact person:* Mr. Paul Ezra
- 1.10. *Contact person telephone number:* 031 709 2260
- 1.11. *Contact person fax number:* 031 702 2595
- 1.12. *Contact person e-mail address:* [paule@bucco.com](mailto:paule@bucco.com)
- 1.13. *Company auditors:* David Strachan & Tayler, PO Box 1858, Durban, 4000

**2. COMPANY DETAILS**

- 2.1. *Registered name of the Company:* Bucco Canopies (Propriety) Limited
- 2.2. *Company Registration:* No. 1995/120/07
- 2.3. *Major Shareholders:* The Ezra Family Trust & R. C. Rivalland
- 2.4. *Company products manufactured, imported distributed:* Fibreglass canopies for pickup trucks and relevant accessories.
- 2.5. *Registered Trade Name:* No.73/0127 – "BUCCO"
- 2.6. *Branches of the Company:* Port Shepstone, Pietermaritzburg, Johannesburg and Pretoria.

**3. GUIDE**

In terms of Section 10 of the Promotion of Access to Information Act No.2 of 2000, the South African Human Rights Commission ("SAHRC") is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will be available by no later than August 2003. Any enquiries in this regard should be addressed to the SAHRC as follows:

The South African Human Rights Commission  
 Research & Development Department  
 Private Bag 2700, Houghton, 2041  
 Telephone: 011 484 8300  
 Fax: 011 484 0582  
 E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)  
 Website: <http://www.sahrc.org.za>

**4. RECORDS AVAILABLE**

- 4.1. In terms of Section 52 of the Act, the Managing Director will make the following documents available for inspection at their actual physical address:
- 4.1.1. *Certificate of Incorporation,*
  - 4.1.2. *Notice of Registered Office and Postal Address (Form CM22),*
  - 4.1.3. *Content of Register of Directors, Auditors and Officers (Form CM29),*
  - 4.1.4. *Certificate to Commence Business,*
  - 4.1.5. *Memorandum of Association, and*
  - 4.1.6. *Articles of Association.*

**5. AVAILABILITY OF MANUAL**

- 5.1. In Terms of Regulation 9(1) of the Act, the Managing Director of the Company must make available a copy of the manual to:
- 5.1.1. The SAHRC
  - 5.1.2. Publish the manual in the Government Gazette;
  - 5.1.3. On the Company's website; and
  - 5.1.4. shall, during office hours and upon request, make available for public inspection, a copy of this manual
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