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## 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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**SECTION 51 MANUAL FOR  
JENOWIL SERVICES CC  
CK1990/021429/23**

**Prepared in terms of section 51 of The Promotion of Access to information Act 2 of 2000**

**INTRODUCTION TO JENOWIL SERVICES CC CK1990/021429/23**

The Closed Corporation refurbishes, repairs, services and sells plastic extrusion machines and other industrial machines relating to the Plastic Industry.

**CONTACT DETAILS OF THE CLOSED CORPORATION**

JENOWIL SERVICES 28C LILLY INDUSTRIAL PARK, RAILWAY ROAD, MONTAGUE GARDENS 7441 – P.O.  
BOX 1144, DURBANVILLE 7550  
TELEPHONE : 021- 551 7242  
FAX: 021-551 7243  
Email – [jenowill@iafrica.com](mailto:jenowill@iafrica.com)

**CONTACT DETAILS OF SOLE MEMBER**

Mr. Willi Tschopp - Member  
33 Sultan Road,  
Durbanville, Cape  
Tel: 021 976 6879

**CONTACT DETAILS OF THE INFORMATION OFFICER**

Mrs Lynn Haigh - Company Accountant  
Kruger House, Kruger Street, Franschoek, Cape  
P.O. Box 575 Paarden Eiland 7420  
Telephone – (021) 8764242  
Fax – (021) 876 4244  
Email – [lhacc@xsinet.co.za](mailto:lhacc@xsinet.co.za)

**SECTION 10 GUIDE**

The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone - (011) 484 8300  
Fax – (011) 484 0582  
Website – [www.sahrc.org.za](http://www.sahrc.org.za)  
Email – [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

Any records that are required to be made available in terms of the Company laws of South Africa. Any records kept in terms of legislation applicable to the business conducted by the Company and the Plastics Industry in general.

**ACCESS TO THE RECORDS**

Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at 28C LILLY INDUSTRIAL PARK , RAILWAY ROAD, MONTAGUE GARDENS 7441

Interested parties are requested to contact the Information Officer in order to make such an appointment.(see contact details above).

**RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERM OF THE ACT**

Records covered under the Companies Act .

Please note that an appointment to view will still have to be made with the Information Officer although a formal application need not be submitted.

**RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT**

Employee Contracts, Supplier Contracts, Client Information & Lease Agreements

Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before the Closed Corporation will allow any access to be viewed.

**THE REQUEST PROCEDURES****Form of Request**

To request a document not in terms of the Act the requester must address the request to the Information Officer in writing and request an appointment to view the documentation.

To request a document in term of the Act, the request must use the prescribed form to make the request. This must be made to the Members' of Jenowil Services CC. 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 body concerned 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 body concerned.

- **AVAILABILITY OF THE MANUAL OF JENOWIL SERVICES CC CK1990/021429/23**
- The manual is available for inspection at the offices of JENOWIL SERVICES 28C LILLY INDUSTRIAL PARK, RAILWAY ROAD, MONTAGUE GARDENS 7441 free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette.

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