



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 24 February 2003
Februarie

No. 24642

MANUAL

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
Chipbase Board & Timber Supplies (North) CC	24642	24-2-2003	3
Chipbase Board & Timber Supplies (George) CC	24642	24-2-2003	5
Chipbase Board & Timber Supplies (South) CC	24642	24-2-2003	7
Chipbase Board & Timber Supplies (West) CC	24642	24-2-2003	9
Chipbase Board & Timber Supplies (Somerset) CC	24642	24-2-2003	11

Manual contemplated in terms of the Promotion of Access to Information Act 2 of 2000(the Act), section 51

CHIPBASE BOARD & TIMBER SUPPLIES (NORTH) CC

REG NO 1991/032656/23

Physical address: 7 Kaymor Street, Stikland, 7530

Postal address: Box 1735, Brackenfell, 7579

Telephone:021-949-1794

Fax:021-949-1712

e-mail:chipn@mweb.co.za

Chipbase Board & Timber Supplies (North) CC is a private body as contemplated in the Act

A request in terms of the Act will be considered by Chipbase Board & Timber Supplies (North) CC upon receipt by Chipbase Board & Timber Supplies (North) CC of the duly completed prescribed form per Regulation 10 i.t.o. sec 53(1) of the ACT (FORM C) The form must be completed in either English or Afrikaans ;

The form will inter alia require you to specify:

- ☐ particulars of requester and person on whose behalf request is made
- ☐ particulars of the record
- ☐ the form of access required -(which form might not be available to you)
- ☐ particulars of right to be exercised or protected and give a detailed explanation why the record is needed.

(FORM C can be obtained from Chipbase Board & Timber Supplies (North) CC at the prescribed fee(s) should you require)

I.t.o. sec 10 of the Act the Human Rights Commission(HRC) will compile a guide containing inter alia in each official language:

- ☐ what the objects of the Act are
- ☐ particulars of every private body as are practicable
- ☐ the manner and form required to make a request
- ☐ any assistance available by information officers of public bodies & HRC
- ☐ how to get access to the manual of a private body
- ☐ all (sic) remedies available in law to you.

The guide to be published in the *Government Gazette* should be available for inspection by you at the offices of the HRC who can be contacted at, tel: 011 484 8300; fax 011 484 7146; www.sahrc.org.za

Records which are automatically available without a request for access in terms of the Act being necessary are:

- ☐ Advertising material of products and services (if any), quantities will be limited
- ☐ This manual (to be viewed only)

NO OTHER RECORDS/ INFORMATION IS FREELY AVAILABLE WITHOUT A REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE ACT AND PAY THE PRESCRIBED FEE(S) AND THE HEAD OF Chipbase Board & Timber Supplies (North) CC APPROVING AND GRANTING ACCESS.

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.

- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (North) CC reserves all its rights

A non exhaustive list of other legislation in terms whereof or how records are kept where applicable from time to time (if any) are:

- ☐ Basic Conditions of Employment Act 75 of 1997/ Sectoral determinations
- ☐ Bills of Exchange Act 34 of 1964
- ☐ Close Corporations Act 69 of 1985
- ☐ Companies Act 61 of 1973, where it relates to Close Corporations
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ☐ Customs and Excise Act 91 of 1964
- ☐ Electronic Communications and Transactions Act 25 of 2002
- ☐ Income Tax Act 58 of 1962
- ☐ Insolvency Act 24 of 1936
- ☐ Labour Relations Act 66 of 1995
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Price Control Act 25 of 1964
- ☐ Regional Services Councils Act 109 of 1985
- ☐ Skills Development Act 97 of 1998
- ☐ Skills Development Levy Act 9 of 1999
- ☐ Unemployment Insurance Contributions Act 4 of 2002
- ☐ Unemployment Insurance Act 63 of 2001 and 30 of 1966
- ☐ Value Added Tax 89 of 1991

Subjects on which records are held resort under "OWN RECORDS" and "OTHER PERSONS RECORDS" and resort under the following types:

OWN RECORDS

- ☐ accounting, commercial & financial
- ☐ compliance
- ☐ created & generated, notes, letters, etc.
- ☐ human resources and related matters
- ☐ new technology
- ☐ operational/ technology
- ☐ research/ reference
- ☐ stakeholders ie member
- ☐ strategy ,marketing & advertising

CLIENT / OTHER PERSONS RECORDS

- ☐ items belonging to staff

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.
- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (North) CC reserves all its rights

E&OE

This manual was prepared by CVT TRUST for Chipbase Board & Timber Supplies (North) CC :3/2/2003

Manual contemplated in terms of the Promotion of Access to Information Act 2 of 2000(the Act), section 51

CHIPBASE BOARD & TIMBER SUPPLIES (GEORGE) CC

REG NO 1991/032654/23

Physical address: Cnr Hope & Trein Streets, George

Postal address: Box 4039, George East, 6539

Telephone:044-874-1753

Fax:044-874-1801

e-mail:chipg@mweb.co.za

Chipbase Board & Timber Supplies (George) CC is a private body as contemplated in the Act

A request in terms of the Act will be considered by Chipbase Board & Timber Supplies (George) CC upon receipt by Chipbase Board & Timber Supplies (George) CC of the duly completed prescribed form per Regulation 10 i.t.o. sec 53(1) of the ACT (**FORM C**) The form must be completed in either English or Afrikaans ;

The form will inter alia require you to specify:

- ☐ particulars of requester and person on whose behalf request is made
- ☐ particulars of the record
- ☐ the form of access required -(which form might not be available to you)
- ☐ particulars of right to be exercised or protected and give a detailed explanation why the record is needed.

(FORM C can be obtained from Chipbase Board & Timber Supplies (George) CC at the prescribed fee(s) should you require)

I.t.o. sec 10 of the Act the Human Rights Commission(HRC) will compile a guide containing inter alia in each official language:

- ☐ what the objects of the Act are
- ☐ particulars of every private body as are practicable
- ☐ the manner and form required to make a request
- ☐ any assistance available by information officers of public bodies & HRC
- ☐ how to get access to the manual of a private body
- ☐ all (sic) remedies available in law to you.

The guide to be published in the *Government Gazette* should be available for inspection by you at the offices of the HRC who can be contacted at, tel: 011 484 8300; fax 011 484 7146; www.sahrc.org.za

Records which are automatically available without a request for access in terms of the Act being necessary are:

- ☐ Advertising material of products and services (if any), quantities will be limited
- ☐ This manual (to be viewed only)

NO OTHER RECORDS/ INFORMATION IS FREELY AVAILABLE WITHOUT A REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE ACT AND PAY THE PRESCRIBED FEE(S) AND THE HEAD OF Chipbase Board & Timber Supplies (George) CC APPROVING AND GRANTING ACCESS.

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.

- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (George) CC reserves all its rights

A non exhaustive list of other legislation in terms whereof or how records are kept where applicable from time to time (if any) are:

- ☐ Basic Conditions of Employment Act 75 of 1997/ Sectoral determinations
- ☐ Bills of Exchange Act 34 of 1964
- ☐ Close Corporations Act 69 of 1985
- ☐ Companies Act 61 of 1973, where it relates to Close Corporations
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ☐ Customs and Excise Act 91 of 1964
- ☐ Electronic Communications and Transactions Act 25 of 2002
- ☐ Income Tax Act 58 of 1962
- ☐ Insolvency Act 24 of 1936
- ☐ Labour Relations Act 66 of 1995
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Price Control Act 25 of 1964
- ☐ Regional Services Councils Act 109 of 1985
- ☐ Skills Development Act 97 of 1998
- ☐ Skills Development Levy Act 9 of 1999
- ☐ Unemployment Insurance Contributions Act 4 of 2002
- ☐ Unemployment Insurance Act 63 of 2001 and 30 of 1966
- ☐ Value Added Tax 89 of 1991

Subjects on which records are held resort under "OWN RECORDS" and "OTHER PERSONS RECORDS" and resort under the following types:

OWN RECORDS

- ☐ accounting, commercial & financial
- ☐ compliance
- ☐ created & generated, notes, letters, etc.
- ☐ human resources and related matters
- ☐ new technology
- ☐ operational/ technology
- ☐ research/ reference
- ☐ stakeholders ie member
- ☐ strategy ,marketing & advertising

CLIENT / OTHER PERSONS RECORDS

- ☐ items belonging to staff

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.
- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (George) CC reserves all its rights

E&OE

This manual was prepared by CVT TRUST for Chipbase Board & Timber Supplies (George) CC :3/2/2003

Manual contemplated in terms of the Promotion of Access to Information Act 2 of 2000(the Act), section 51

CHIPBASE BOARD & TIMBER SUPPLIES (South) CC

REG NO 1991/032781/23

Physical address: 321 Mian Road, Retreat, 7945

Postal address: Box 33, Steenberg, 7945

Telephone:021-701-1128

Fax:021-701-5841

e-mail:chipsb@mweb.co.za

Chipbase Board & Timber Supplies (South) CC is a private body as contemplated in the Act

A request in terms of the Act will be considered by Chipbase Board & Timber Supplies (South) CC upon receipt by Chipbase Board & Timber Supplies (South) CC of the duly completed prescribed form per Regulation 10 i.t.o. sec 53(1) of the ACT (**FORM C**) The form must be completed in either English or Afrikaans ;

The form will inter alia require you to specify:

- ☐ particulars of requester and person on whose behalf request is made
- ☐ particulars of the record
- ☐ the form of access required -(which form might not be available to you)
- ☐ particulars of right to be exercised or protected and give a detailed explanation why the record is needed.

(FORM C can be obtained from Chipbase Board & Timber Supplies (South) CC at the prescribed fee(s) should you require)

I.t.o. sec 10 of the Act the Human Rights Commission(HRC) will compile a guide containing inter alia in each official language:

- ☐ what the objects of the Act are
- ☐ particulars of every private body as are practicable
- ☐ the manner and form required to make a request
- ☐ any assistance available by information officers of public bodies & HRC
- ☐ how to get access to the manual of a private body
- ☐ all (sic) remedies available in law to you.

The guide to be published in the *Government Gazette* should be available for inspection by you at the offices of the HRC who can be contacted at, tel: 011 484 8300; fax 011 484 7146; www.sahrc.org.za

Records which are automatically available without a request for access in terms of the Act being necessary are:

- ☐ Advertising material of products and services (if any), quantities will be limited
- ☐ This manual (to be viewed only)

NO OTHER RECORDS/ INFORMATION IS FREELY AVAILABLE WITHOUT A REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE ACT AND PAY THE PRESCRIBED FEE(S) AND THE HEAD OF Chipbase Board & Timber Supplies (South) CC APPROVING AND GRANTING ACCESS.

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.

- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (South) CC reserves all its rights

A non exhaustive list of other legislation in terms whereof or how records are kept where applicable from time to time (if any) are:

- ☐ Basic Conditions of Employment Act 75 of 1997/ Sectoral determinations
- ☐ Bills of Exchange Act 34 of 1964
- ☐ Close Corporations Act 69 of 1985
- ☐ Companies Act 61 of 1973, where it relates to Close Corporations
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ☐ Customs and Excise Act 91 of 1964
- ☐ Electronic Communications and Transactions Act 25 of 2002
- ☐ Income Tax Act 58 of 1962
- ☐ Insolvency Act 24 of 1936
- ☐ Labour Relations Act 66 of 1995
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Price Control Act 25 of 1964
- ☐ Regional Services Councils Act 109 of 1985
- ☐ Skills Development Act 97 of 1998
- ☐ Skills Development Levy Act 9 of 1999
- ☐ Unemployment Insurance Contributions Act 4 of 2002
- ☐ Unemployment Insurance Act 63 of 2001 and 30 of 1966
- ☐ Value Added Tax 89 of 1991

Subjects on which records are held resort under "OWN RECORDS" and "OTHER PERSONS RECORDS" and resort under the following types:

OWN RECORDS

- ☐ accounting, commercial & financial
- ☐ compliance
- ☐ created & generated, notes, letters, etc.
- ☐ human resources and related matters
- ☐ new technology
- ☐ operational/ technology
- ☐ research/ reference
- ☐ stakeholders ie member
- ☐ strategy ,marketing & advertising

CLIENT / OTHER PERSONS RECORDS

- ☐ items belonging to staff

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.
- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (South) CC reserves all its rights

E&OE

This manual was prepared by CVT TRUST for Chipbase Board & Timber Supplies (South) CC :3/2/2003

Manual contemplated in terms of the Promotion of Access to Information Act 2 of 2000(the Act), section 51

CHIPBASE BOARD & TIMBER SUPPLIES (West) CC

REG NO 1992/025959/23

Physical address: 15 Montague Gardens, 7441

Postal address: Box 36864, Chempet, 7442

Telephone:021-551-2035

Fax:021-551-1926

e-mail:chipw@mweb.co.za

Chipbase Board & Timber Supplies (West) CC is a private body as contemplated in the Act

A request in terms of the Act will be considered by Chipbase Board & Timber Supplies (West) CC upon receipt by Chipbase Board & Timber Supplies (West) CC of the duly completed prescribed form per Regulation 10 i.t.o. sec 53(1) of the ACT (**FORM C**) The form must be completed in either English or Afrikaans ;

The form will inter alia require you to specify:

- ☐ particulars of requester and person on whose behalf request is made
- ☐ particulars of the record
- ☐ the form of access required -(which form might not be available to you)
- ☐ particulars of right to be exercised or protected and give a detailed explanation why the record is needed.

(FORM C can be obtained from Chipbase Board & Timber Supplies (West) CC at the prescribed fee(s) should you require)

I.t.o. sec 10 of the Act the Human Rights Commission(HRC) will compile a guide containing inter alia in each official language:

- ☐ what the objects of the Act are
- ☐ particulars of every private body as are practicable
- ☐ the manner and form required to make a request
- ☐ any assistance available by information officers of public bodies & HRC
- ☐ how to get access to the manual of a private body
- ☐ all (sic) remedies available in law to you.

The guide to be published in the *Government Gazette* should be available for inspection by you at the offices of the HRC who can be contacted at, tel: 011 484 8300; fax 011 484 7146; www.sahrc.org.za

Records which are automatically available without a request for access in terms of the Act being necessary are:

- ☐ Advertising material of products and services (if any), quantities will be limited
- ☐ This manual (to be viewed only)

NO OTHER RECORDS/ INFORMATION IS FREELY AVAILABLE WITHOUT A REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE ACT AND PAY THE PRESCRIBED FEE(S) AND THE HEAD OF Chipbase Board & Timber Supplies (West) CC APPROVING AND GRANTING ACCESS.

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.
- ☐ Certain commercial information of any private body

- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (West) CC reserves all its rights

A non exhaustive list of other legislation in terms whereof or how records are kept where applicable from time to time (if any) are:

- ☐ Basic Conditions of Employment Act 75 of 1997/ Sectoral determinations
- ☐ Bills of Exchange Act 34 of 1964
- ☐ Close Corporations Act 69 of 1985
- ☐ Companies Act 61 of 1973, where it relates to Close Corporations
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ☐ Customs and Excise Act 91 of 1964
- ☐ Electronic Communications and Transactions Act 25 of 2002
- ☐ Income Tax Act 58 of 1962
- ☐ Insolvency Act 24 of 1936
- ☐ Labour Relations Act 66 of 1995
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Price Control Act 25 of 1964
- ☐ Regional Services Councils Act 109 of 1985
- ☐ Skills Development Act 97 of 1998
- ☐ Skills Development Levy Act 9 of 1999
- ☐ Unemployment Insurance Contributions Act 4 of 2002
- ☐ Unemployment Insurance Act 63 of 2001 and 30 of 1966
- ☐ Value Added Tax 89 of 1991

Subjects on which records are held resort under "OWN RECORDS" and "OTHER PERSONS RECORDS" and resort under the following types:

OWN RECORDS

- ☐ accounting, commercial & financial
- ☐ compliance
- ☐ created & generated, notes, letters, etc.
- ☐ human resources and related matters
- ☐ new technology
- ☐ operational/ technology
- ☐ research/ reference
- ☐ stakeholders ie member
- ☐ strategy ,marketing & advertising

CLIENT / OTHER PERSONS RECORDS

- ☐ items belonging to staff

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.
- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (West) CC reserves all its rights

E&OE

This manual was prepared by CVT TRUST for Chipbase Board & Timber Supplies (West) CC :3/2/2003

Manual contemplated in terms of the Promotion of Access to Information Act 2 of 2000(the Act), section 51

CHIPBASE BOARD & TIMBER SUPPLIES (Somerset) CC

REG NO 1994/031930/23

Physical address: Unit 9, Gerber Centre, Langenegger Street, Gants Park, Strand
 Postal address: 22 Koorzen Street, Gants Park, Strand, 7140
 Telephone: 021-854-6810
 Fax: 021-854-3397
 e-mail: chipst@mweb.co.za

Chipbase Board & Timber Supplies (Somerset) CC is a private body as contemplated in the Act

A request in terms of the Act will be considered by Chipbase Board & Timber Supplies (Somerset) CC upon receipt by Chipbase Board & Timber Supplies (Somerset) CC of the duly completed prescribed form per Regulation 10 i.t.o. sec 53(1) of the ACT (**FORM C**) The form must be completed in either English or Afrikaans ;

The form will inter alia require you to specify:

- ☐ particulars of requester and person on whose behalf request is made
- ☐ particulars of the record
- ☐ the form of access required -(which form might not be available to you)
- ☐ particulars of right to be exercised or protected and give a detailed explanation why the record is needed.

(FORM C can be obtained from Chipbase Board & Timber Supplies (Somerset) CC at the prescribed fee(s) should you require)

I.t.o. sec 10 of the Act the Human Rights Commission(HRC) will compile a guide containing inter alia in each official language:

- ☐ what the objects of the Act are
- ☐ particulars of every private body as are practicable
- ☐ the manner and form required to make a request
- ☐ any assistance available by information officers of public bodies & HRC
- ☐ how to get access to the manual of a private body
- ☐ all (sic) remedies available in law to you.

The guide to be published in the *Government Gazette* should be available for inspection by you at the offices of the HRC who can be contacted at, tel: 011 484 8300; fax 011 484 7146; www.sahrc.org.za

Records which are automatically available without a request for access in terms of the Act being necessary are:

- ☐ Advertising material of products and services (if any), quantities will be limited
- ☐ This manual (to be viewed only)

NO OTHER RECORDS/ INFORMATION IS FREELY AVAILABLE WITHOUT A REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE ACT AND PAY THE PRESCRIBED FEE(S) AND THE HEAD OF Chipbase Board & Timber Supplies (Somerset) CC APPROVING AND GRANTING ACCESS.

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.

- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (Somerset) CC reserves all its rights

A non exhaustive list of other legislation in terms whereof or how records are kept where applicable from time to time (if any) are:

- ☐ Basic Conditions of Employment Act 75 of 1997/ Sectoral determinations
- ☐ Bills of Exchange Act 34 of 1964
- ☐ Close Corporations Act 69 of 1985
- ☐ Companies Act 61 of 1973, where it relates to Close Corporations
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ☐ Customs and Excise Act 91 of 1964
- ☐ Electronic Communications and Transactions Act 25 of 2002
- ☐ Income Tax Act 58 of 1962
- ☐ Insolvency Act 24 of 1936
- ☐ Labour Relations Act 66 of 1995
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Price Control Act 25 of 1964
- ☐ Regional Services Councils Act 109 of 1985
- ☐ Skills Development Act 97 of 1998
- ☐ Skills Development Levy Act 9 of 1999
- ☐ Unemployment Insurance Contributions Act 4 of 2002
- ☐ Unemployment Insurance Act 63 of 2001 and 30 of 1966
- ☐ Value Added Tax 89 of 1991

Subjects on which records are held resort under "OWN RECORDS" and "OTHER PERSONS RECORDS" and resort under the following types:

OWN RECORDS

- ☐ accounting, commercial & financial
- ☐ compliance
- ☐ created & generated, notes, letters, etc.
- ☐ human resources and related matters
- ☐ new technology
- ☐ operational/ technology
- ☐ research/ reference
- ☐ stakeholders ie member
- ☐ strategy ,marketing & advertising

CLIENT / OTHER PERSONS RECORDS

- ☐ items belonging to staff

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.
- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and Chipbase Board & Timber Supplies (Somerset) CC reserves all its rights

E&OE

This manual was prepared by CVT TRUST for Chipbase Board & Timber Supplies (Somerset) CC :3/2/2003