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No. 24642

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO

INFORMATION ACT (NO. 2 OF 2000)





IE: 0800-0123-22 Prevention is the cure

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CHIPBASE BOARD & TIMBER SUPPLIES (NORTH) CC

REG NO 1991/032656/23

P T F	hysical address: 7 Kaymor Street, Stikland, 7530 ostal address: Box 1735, Brackenfell, 7579 felephone:021-949-1794 ax:021-949-1712 -mail:chipn@mweb.co.za
C	hipbase Board & Timber Supplies (North) CC is a private body as contemplated in the Act
re Re	request in terms of the Act will be considered by Chipbase Board & Timber Supplies (North) CC upon ceipt by Chipbase Board & Timber Supplies (North) CC of the duly completed prescribed form per egulation 10 i.t.o. sec 53(1) of the ACT (FORM C) The form must be completed in either English or frikaans;
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Reco	ords which are automatically available without a request for access in terms of the Act being necessary are:
0	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.

GROUNDS 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.
Α	part from the above grounds there are or may be other grounds for refusal of access to records or parts thereof
	d Chipbase Board & Timber Supplies (North) CC reserves all its rights
Α	non exhaustive list of other legislation in terms whereof or how records are kept where applicable from time to
	ne (if any) are:
	Basic Conditions of Employment Act 75 of 1997/ Sectoral determinations
	Bills of Exchange Act 34 of 1964
ō	Close Corporations Act 69 of 1985
ō	Companies Act 61 of 1973, where it relates to Close Corporations
ō	Compensation for Occupational Injuries and Diseases Act 130 of 1993
ō	Customs and Excise Act 91 of 1964
ō	Electronic Communications and Transactions Act 25 of 2002
ō	Income Tax Act 58 of 1962
ŏ	Insolvency Act 24 of 1936
0	Labour Relations Act 66 of 1995
0	Occupational Health and Safety Act 85 of 1993 Price Control Act 25 of 1964
0	
0	Regional Services Councils Act 109 of 1985
0	Skills Development Act 97 of 1998
0	Skills Development Levy Act 9 of 1999
	Unemployment Insurance Contributions Act 4 of 2002
0	Unemployment Insurance Act 63 of 2001 and 30 of 1966
	Value Added Tax 89 of 1991
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	IT / OTHER PERSONS RECORDS
)	items belonging to staff
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	se Board & Timber Supplies (North) CC reserves all its rights
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This manual was prepared by CVT TRUST for Chipbase Board & Timber Supplies (North) CC:3/2/2003

CHIPBASE BOARD & TIMBER SUPPLIES (GEORGE) CC

	REG NO 1991/032654/23
Phy	sical address: Cnr Hope & Trein Streets, George
89,500	tal address: Box 4039, George East, 6539
Tele	ephone:044-874-1753
	:044-874-1801
	ail:chipg@mweb.co.za
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Chipl	pase Board & Timber Supplies (George) CC is a private body as contemplated in the Act
receip	uest in terms of the Act will be considered by Chipbase Board & Timber Supplies (George) CC upon of the board & Timber Supplies (George) CC of the duly completed prescribed form per lation 10 i.t.o. sec 53(1) of the ACT (FORM C) The form must be completed in either English or aans;
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<u> </u>	particulars of the record
0	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.
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	cc 10 of the Act the Human Rights Commission(HRC) will compile a guide containing inter alia in each language:
3	what the objects of the Act are
)	particulars of every private body as are practicable
נ ב	the manner and form required to make a request
) T	any assistance available by information officers of public bodies & HRC
<u>.</u>	how to get access to the manual of a private body all (sic) remedies available in law to you.
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	strategy ,marketing & advertising
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This manual was prepared by CVT TRUST for Chipbase Board & Timber Supplies (George) CC :3/2/2003

# 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;
	Allikaalis,
	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
1	you require)
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	I.t.o. sec 10 of the Act the Human Rights Commission(HRC) will compile a guide containing inter alia in each official language:
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1	he guide to be published in the Government Gazette should be available for inspection by you at the offices of
tl	ne HRC who can be contacted at, tel: 011 484 8300; fax 011 484 7146; www.sahrc.org.za
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ξ	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
0	Bills of Exchange Act 34 of 1964
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E&C	DE .

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

### 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;

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(FORM	A C can be obtained from Chipbase Board & Timber Supplies (West) CC at the prescribed fee(s) should
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	how to get access to the manual of a private body
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E&OE

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

# CHIPBASE BOARD & TIMBER SUPPLIES (Somerset) CC REG NO 1994/031930/23

Po Te	ysical address: Unit 9, Gerber Centre, Langenegger Street, Gants Park, Strand stal address: 22 Koorzen Street, Gants Park, Strand, 7140 lephone:021-854-6810
Fa	x:021-854-3397
e-n	nail:chipst@mweb.co.za
Chi	obase Board & Timber Supplies (Somerset) CC is a private body as contemplated in the Act
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