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No. 24656

M A N U A L S

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.
A.M.G. Engineering (Pty) Ltd	24656	27-02-2003	72
Africot (Pty) Limited	24656	27-02-2003	89
Amazon Clothing CC	24656	27-02-2003	48
B P Marine Fish Products CC.	24656	27-02-2003	122
Biccari Bollo Mariano Inc. Attorneys	24656	27-02-2003	180
Billiton Aluminium SA Limited trading as Bayside Aluminium	24656	27-02-2003	135
C.E.L. Concrete Products CC.	24656	27-02-2003	110
Cargoworld Pension Fund	24656	27-02-2003	67
Discount Freight (Pty) Ltd	24656	27-02-2003	51
Eden Exports CC	24656	27-02-2003	60
Forest Mews (Pty) Limited	24656	27-02-2003	106
Forklift Supply Corporation CC	24656	27-02-2003	17
Fotoz (Pty) Ltd	24656	27-02-2003	108
G N Dracatos Attorneys	24656	27-02-2003	23
Galaxy Investment Trust	24656	27-02-2003	77
Galaxy Preservation Pension Fund	24656	27-02-2003	83
Galaxy Preservation Provident Fund	24656	27-02-2003	80
Galaxy Retirement Annuity Fund	24656	27-02-2003	86
GBS Mutual Bank	24656	27-02-2003	97
Grain Silo Industry (Pty) Ltd	24656	27-02-2003	127
Human Rights Commission	24656	27-02-2003	21
Johnnic Holdings Limited	24656	27-02-2003	61
K.C.S. & Associates (Pty) Ltd	24656	27-02-2003	183
Kaymac Holdings (Pty) Ltd	24656	27-02-2003	91
Kirf Retsrov CC T/a Postnet Boskruin CK	24656	27-02-2003	70
Lozdan & Clark (Pty) Ltd Steel Merchants	24656	27-02-2003	42
M.R. Woollam & Associates CC	24656	27-02-2003	25
Manganese Metal Company (Proprietary) Limited	24656	27-02-2003	159
Mardainan Properties CC	24656	27-02-2003	65
Muhlberg Attorneys	24656	27-02-2003	104
Narunsky, Ellis & Associates	24656	27-02-2003	31
Oosthuizen du Plooy & Partners	24656	27-02-2003	18
P.M. McDonald Attorneys	24656	27-02-2003	56
Pangbourne Properties Limited	24656	27-02-2003	93
Paternoster Groepbelange Bpk.	24656	27-02-2003	116
Paveman	24656	27-02-2003	119
PC Calitz Ingelyf Prokureurs	24656	27-02-2003	22
Prinsloo, Tindle & Andropoulos Inc ("Pta") Attorneys	24656	27-02-2003	33
Ratcor CC. t/a Dumpit Waste Recycling	24656	27-02-2003	113
Raubenheimers Attorneys Incorporated	24656	27-02-2003	27
RGA South African Holdings (Proprietary) Limited; RGA Reinsurance Company of South Africa Limited	24656	27-02-2003	3
Samancor Group Pension Fund	24656	27-02-2003	170
Samancor Limited	24656	27-02-2003	147
Sandra Saunders Attorneys	24656	27-02-2003	37
Slipper Bay Fishing (Proprietary) Limited	24656	27-02-2003	6
The Samancor Foundation	24656	27-02-2003	176
Tindall-Weiss Incorporated Attorneys	24656	27-02-2003	125
Waks & Brady Inc	24656	27-02-2003	39
Warburton Attorneys	24656	27-02-2003	29



MANUAL

Prepared in terms of Section 51 of

**The Promotion of Access to Information Act 2 of 2000 for assistance in requesting
information from:**

RGA South African Holdings (Proprietary) Limited

Reference: 1997/020923/07

And its 100% owned subsidiary

RGA Reinsurance Company of South Africa Limited

Reference: 1997/020948/06

Introduction to RGA Reinsurance South Africa

RGA South African Holdings (Proprietary) Limited acts as a holding company for the group's operating entity, RGA Reinsurance Company of South Africa Limited.

RGA Reinsurance Company of South Africa Limited was established in late 1998 as a foreign subsidiary of RGA Inc. RGA has grown to become a significant competitor in the life reinsurance market. The companies operate out of offices in Johannesburg and Cape Town.

The reinsurance company is entitled, through its registration under the Long-Term Act, 52 of 1998, to conduct the following categories of reinsurance:

- Assistance
- Disability
- Fund
- Health
- Life
- Sinking Fund

List of subjects and records held by the above companies to which you could be entitled to access:

Policyholders

All records kept in terms of provisions of the Long-Term Insurance Act, 52 of 1998 and the Financial Services Industry in general pertaining to the reinsurance products offered.

Members of the companies

All records maintained in terms of the Companies Act, 1973 including:

- Group incorporation documents
- Financial statements
- Minutes of meetings

Employees

All records maintained in terms of applicable labour laws, including:

- Contracts of employment
- Merit appraisals
- Records of disciplinary actions

General

All other records kept in terms of the legislation applicable to any of the abovementioned products or services and the Financial Services Industry in general, including the following:

- Share allotment register
- Index to register of members
- Accounting records

How to obtain information

- Complete the necessary application form. NOTE: If you need help on where to obtain the application form or if you need help on any other related matter you can contact Diane Behr at (021) 670 5999.
- Send the completed application form to the address below marked for the attention of the Managing Director.
- The Managing Director will cause your application to be processed and inform you of the fees (if any) you have to pay and of the different procedures that must be followed until your application is finalized.

NOTE: Access to certain records may be denied on the grounds set out in the Promotion of Access to information Act, 2 of 2000.

Company Official to whom you must send your application form:

Desmond Smith (Managing Director)

Email: dsmith@sa.rgare.com

Tel: (021) 670 5999

Fax: (021) 670 5960

Address: 8th Floor, Letterstedt House
Fedsure on Main
Cnr Camp Ground and Main Roads
Newlands
8000

Human Rights Commission

You can obtain a copy of the manual prepared by the Human Rights Commission by writing to the following address:

The South African Human Rights Commission:

Postal Address: Private Bag 2700
Houghton
2041

Telephone: (011) 484 8300

Fax: (011) 484 1360

Website: www.sahrc.org.za

The guide will be available from the South African Human Rights Commissions, not later than August 2003.

SLIPPER BAY FISHING (PROPRIETARY) LIMITED

And its Subsidiary Companies

A Guide to

ACCESSING OUR INFORMATION

**Our Manual in terms of Section 51 of the
Promotion of Access to Information Act**

Table of contents

	<i>Page</i>
Preamble.....	1
Introduction to this private body.....	1
Section A – Our details.....	2
Section B – The official guide.....	3
Section C – Information available in terms of the Act	4
Section D – Information available in terms of other legislation.....	9
Section E – Information automatically available.....	9
Annexure "A" Request for access to record of private body.....	10
Annexure "B" Fees in respect of private bodies.....	11

Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to this private body

Slipper Bay Fishing (Proprietary) Limited is the holding company of the following fishing related subsidiary companies in the Western Cape:

- (a) Slipper Bay Fishing (Proprietary) Limited (Registration No. 1999/012476/07)
- (b) Silversea Investments (Proprietary) Limited (Registration No. 1961/002479/07)
- (c) West Point Fishing Corporation (Proprietary) Limited (Registration No. 1948/031765/07)
- (d) Saldanha Bay Canning Company (Proprietary) Limited (Registration No. 1922/002345/07)
- (e) West Point Processors (Proprietary) Limited (Registration No. 1990/007321/07)
- (f) Blue Horizon Fishing (Proprietary) Limited (Registration No. 1999/012477/07)

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available at the offices of Slipper Bay Fishing (Proprietary) Limited.

- 2 -

Section A - Our details

Full Name : Slipper Bay Fishing (Proprietary) Limited

Registration Number : 1999/012476/07

Registered Address : 7th Floor, 129 Beach Road, Mouille Point 8005

Postal Address : Private Bag X2, Rhine Road 8050

Telephone Number : (021) 439.6513

Fax Number : (021) 439.7229

Head/CEO : Managing Director

Designated Information Officer : Public Officer

Email Address of Information Officer : admin@sgh.co.za

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. The manner and form of a request for access to information held by a body;
3. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
4. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
5. Schedules of fees to be paid in relation to requests for access to information;
6. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

(a) STATUTORY COMPANY INFORMATION

Certificate of Incorporation;

Certificate of Change of Name (if any);

Memorandum and Articles of Association;

Certificate to Commence Business;

Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;

Proxy Forms

Register of Members;

Register of Fixed Assets;

Register of Directors' shareholdings;

Register of Directors and Certain Officers;

Directors' Attendance Register;

Annual Financial Statements including:

Annual accounts;

Directors' reports;

Auditor's report.

Books of Account regarding information required by the Companies Act, 1973;

Supporting schedules to books of account and ancillary books of account;

- 5 -

(b) ACCOUNTING RECORDS

- (i) Books of Account including journals and ledgers;
- (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

(c) STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations;
- (ii) Remuneration paid to each employee.
- (iii) Date of birth of each employee;
- (iv) Employment equity plan;
- (v) Salary and wages register;
- (vi) Collective agreements;
- (vii) Training Manuals;
- (viii) Tax returns of employees;

(d) OTHER EMPLOYEE RECORDS

- (i) Employee contracts;
- (ii) Disability scheme;
- (iii) Funeral insurance scheme;

- 6 -

(iv) Group personal accident;

(v) Group life.

(e) PENSION AND RETIREMENT FUNDING RECORDS

(i) Pension Fund Rules;

(ii) Pension Fund account records;

(iii) Minutes of Meetings of trustees and members;

(iv) Actuarial Valuation Reports.

(f) ENVIRONMENTAL HEALTH AND SAFETY

(i) Permits, licences, approvals and registrations for operations of sites and business.

(g) FIXED PROPERTY

(i) Title Deeds;

(ii) Leases;

(iii) Building plans;

(iv) Mortgage Bonds or other encumbrances to fixed property.

(h) MOVABLE PROPERTY

(i) Asset register;

(ii) Finance and Lease Agreements.

(i) INTELLECTUAL PROPERTY

(i) Trademarks, trade names and protected names;

(ii) Copyrights;

(iii) Agreements relating to intellectual property, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.

(j) AGREEMENTS AND CONTRACTS

(i) Material agreements concerning provision of services or materials;

(ii) Joint venture agreements, partnership agreements, participation, co-marketing, co-promotion or other alliance agreements;

(iii) Agreements with shareholders, officers or directors;

- 7 -

(iv) Agreements with contractors and suppliers;

(v) Agreements with customers;

(vi) Sale agreements;

(vii) Distributor, dealer or agency agreements;

(viii) Purchase or lease agreements.

(k) TAXATION

(i) Copies of all Income Tax Returns and other tax returns and documents;

(l) LEGAL

(i) Records relating to legal proceedings;

(ii) Licences, permits and authorisations;

(m) INSURANCE

(i) Insurance policies;

(ii) Claim records;

(iii) Details of insurance coverages, limits and insurers.

(n) INFORMATION TECHNOLOGY

(i) Hardware;

(ii) Operating Systems;

(iii) Telephone Exchange Equipment;

(iv) Telephone Lines, Leased Lines and Data Lines;

(v) LAN Installations;

(vi) Software Packages;

(vii) Disaster Recovery;

(viii) Internal Systems Support and Programming / Development;

(ix) Capacity and Utilization of Current Systems;

- 8 -

(x) Agreements;

(xi) Licenses.

(q) SALES AND MARKETING

(i) Products;

(ii) Markets;

(iii) Customers;

(iv) Brochures, Newsletters and Advertising Materials;

(v) Sales.

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D – Information available in terms of other legislation.

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- Income Tax Act 58 of 1962;
- Companies Act 61 of 1973
- Value Added Tax Act 89 of 1991
- Medical Schemes Act 131 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966
- Occupational Health and Safety Act 85 of 1993
- Pension Fund Act 24 of 1956
- Marine Living Resources Act 18 of 1998
- Sea Fisheries Act 12 of 1998

Section E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Booklets.
2. Pamphlets / Brochures.
3. Posters.
4. Other literature intended for public viewing.

**FORMAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 SECTION 51 (1) (a)**

NAME OF BUSINESS FORKLIFT SUPPLY CORPORATION CC
 ACTIVITY OF BUSINESS INVESTMENT
 PHYSICAL ADDRESS 36 RIVER CLUB PARK BORROWDALE RD RIVER CLUB SANDTON
 POSTAL ADDRESS P.O.BOX 946 RIVER CLUB 2149
 CONTACT PERSON J.C.A. LAIDLAW
 TELEPHONE NO. (011) 706-6442
 FAX NO. (011) 706-6442
 E MAIL ADDRESS NONE

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahr.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973	Basic Conditions of Employment Act No. 75 of 1997
Closed Corporations Act No. 69 of 1984	Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962	Labour Relations Act No. 66 of 1995
Value Added Tax Act No. 89 of 1991	Unemployment Insurance Act No. 30 of 1966
Customs & Excise Act No. 91 of 1964	Skills Development Levies Act No. 9 of 1999
Insolvency Act No. 24 of 1936	Occupational Health & Safety Act No. 85 of 1993
Patents Act No. 57 of 1978	Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
Trademarks Act No. 194 of 1993	The Constitution of the Republic of South Africa
Electronic Communications & Transactions Act No. 25 of 2002	
Promotion of Access to Information Act No. 2 of 2000	

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances: Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders, Employment Contracts and, where applicable, Domain Name Registration and Website Information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.

OOSTHUIZEN DU PLOOY & PARTNERS

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000

INTRODUCTION

Oosthuizen du Plooy & Partners is a Partnership of Attorney's practising as
Attorney's , Notaries and Conveyancers.

CONTACT DETAILS

Section 51(1)(a) of the Act

Name of Body: Oosthuizen du Plooy & Partners
Address: 3rd Floor First National Bank Building, Church Street
Klerksdorp
Postal Address: Po Box 22 Klerksdorp 2570
Telephone: 018 46 22705
Fax: 018 46 25933
E-Mail: odpk@iafrica.com
Information Officer: AH Snyman

GUIDE IN TERMS OF SECTION 10 OF THE ACT

Section 51(1)(b) of the Act

A guide on how to use the Act is to be compiled by the South African Human
Rights Commission in terms of Section 10 of the Act. The guide will be made
available in all official languages by the SAHRC and is obtainable from the
SAHRC at the following address:

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
E-mail PAIA@sahrc.org.za

NOTICE IN TERMS OF SECTION 52(2) OF THE ACT

At this stage no notice has been published

INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Section 51(1)(d) of the Act

Records kept in accordance with the following Legislation, including but not limited to:

Insolvency Act 24 of 1936 (Sections 134 and 155)
Income Tax Act 58 of 1962 (Section 75)
Companies Act 61 of 1973
Value Added Tax Act 89 of 1991 (Section 65)
Unemployment Insurance Act 63 of 2001
Attorneys Act 53 of 1979
Regional Services Councils Act 109 of 1985
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 9 of 1999
Pension Funds Act 24 of 1956
Medical Schemes Act 131 of 1998
Copyright Act 98 of 1978

The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

INFORMATION/DOCUMENTS HELD IN TERMS OF THE ACT

Section 51(1)(e) of the Act

Details relating to the commercial, financial and professional interest of Oosthuizen du Plooy & Partners.

Commercial contracts

Client data base including personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and other property of such clients

Standard Employment Contracts

Personal information of past, present and prospective employees and Partners.

Any and all documents and information pertaining to the above shall only be made available to a requestor in terms of the Act. None of the information is automatically available without a person requesting access in terms of and subject to the provisions of the Act.

OTHER INFORMATION

Section 51(1)(f) of the Act

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

AVAILABILITY OF THIS MANUAL

Section 51(3) of the Act

This manual is available for inspection at the offices of Oosthuizen du Plooy & Partners, free of charge.

Copies of this manual may be obtained from the offices of Oosthuizen du Plooy & Partners, subject to payment of the prescribed fee.

The manual may be accessed on the website of the SAHRC and will be published in the Government Gazette

The forms and fee structure prescribed by the Act are available at the website of the Department of Justice and Constitutional Development www.doj.gov.za (under Regulations) or the SAHRC website www.sahrc.org.za.

HUMAN RIGHTS COMMISSIONPROMOTION OF ACCESS TO INFORMATION ACT OF 2000 (PAIA) AND THE
ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT OF 2002Structure & Activities

Mobilift (Pty) Ltd, situated in the East Rand, has since 1972 been manufacturing, selling and servicing Mobilift rough terrain cranes

Mobilift are also the Southern African Distributors for Franna Cranes which are manufactured in Australia.

We have been manufacturing locally a range of cranes and forklifts since 1972, 65% being employed in the mining sector both on the surface and underground.

Our cranes and forklifts are used in the public sector i.e. government departments as well as in the defence force.

Our crane range is 9, 10, 15, 20 and 25 tonnes and our forklifts up to 9 tonnes.

The 10, 15, 20 and 25 tonne models are fully imported Pick and carry cranes.

We have a field service section which carries out service and repairs to the cranes., either on site or at our premises.

We also provide an after sales service and keep in stock spare parts.

Ownership / Directors

The Company is privately owned. The owner and sole director is Brian James Wylie.

Other Facts

The Company which employs +/- 20 people is situated in Spartan Ext 3 Kempton Park.

The premises which consist of a Factory and offices is owned by Changing Tides 52 (Pty) Ltd. The sole shareholder of Changing Tides is Brian James Wylie.

Registered Address

13 Roller Street, Spartan Ext 3 Kempton Park 1619

Postal Address

P O Box 706 Edenvale 1610

Telephone No: 011 974 3100

Fax Number: 011 974 3872

E Mail Address: mobilift@iafrica.com

Company Registration No 80/07089/07

Vat Registration No: 4500150166

PC CALITZ INGELF PROKUREURS**HANDLEIDING SAAMGESTEL OOREENKOMSTIG DIE BEPALINGS VAN ARTIKEL 51 VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, NO 2 VAN 2000**

INDEKS	BLADSY
1. Inleiding	1
2. Kontakbesonderhede	2
3. Riglyn in terme van Artikel 10 van die Wet	2
4. Kennisgewing(s) in terme van Artikel 52(2) van die Wet	3
5. Inligting / dokumente beskikbaar ingevolge ander wetgewing	3
6. Inligting / dokumente gehou deur PC Calitz Ing in terme van die Wet	3
7. Ander inligting	4
8. Besikbaarheid van die Handleiding	4

1. INLEIDING

Die doel van die handleiding is om bystand te verleen aan voornemende versoekers ten opsigte van die prosedure wat gevolg moet word wanneer toegang tot inligting / dokumente van PC CALITZ ING versoek word in terme van die Wet.

Die handleiding kan van tyd tot tyd gewysig word en sodra wysigings gefinaliseer is, sal die opgedateerde uitgawe van die handleiding beskikbaar gestel word.

'n Versoeker kan Mnr PC Calitz kontak indien hy / sy bystand verlang met betrekking tot die gebruik van hierdie handleiding en/of die rig van 'n versoek tot inligting / dokument van PC CALITZ ING.

Woorde gebruik in die handleiding se betekenis is soos volg:-

"die Wet"	beteken die Wet op die Bevordering van Toegang tot Inligting, No 2 van 2000, sowel as alle relevante regulasies gepubliseer in terme daarvan;
"die handleiding"	beteken hierdie handleiding tesame met alle aanhangsels daartoe, welke van tyd tot tyd beskikbaar is by die kantore van PC CALITZ ING;
"PC CALITZ ING"	beteken PC CALITZ ING, gestruktureer as 'n ingelyfde maatskappy en welke firma regsadvies gee asook regsverteenwoordiging aan individuele kliënte en besighede/ organisasies;
"SAMK"	beteken die Suid-Afrikaanse Menseregtekommissie.
"Inligtingsbeampte"	die senior direkteur van PC CALITZ ING is aangewys as die Inligtingsbeampte, aan wie versoeke vir inligting in terme van die Wet, gerig moet word.

2. KONTAKBESONDERHEDE (Artikel 51(1)(a) van die Wet)

Naam van liggaam:	PC CALITZ INGELF
Direkteur en Inligtingsbeampte	Mnr PC Calitz
Adres:	Jeanlaan 258 B, Centurion
Telefoon	+27 12 664 1062 / 1348
E-pos	calitzinc@absamail.co.za
Posadres:	Posbus 13255, Clubview 0014
Faks	+27 12 664 1006

3. GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET (Artikel 51(1)(b) van die Wet)

In terme van die bepalings van Artikel 10 van die Wet sal 'n gids deur die Suid-Afrikaanse Menseregtekommissie saamgestel word met inligting wat verlang mag word deur 'n persoon wat 'n reg wil uitoefen soos beoog in die Wet. Die gids sal beskikbaar gemaak word deur die SAMK in al die amptelike tale en is verkrygbaar by die SAMK.

Kontakbesonderhede van die Suid-Afrikaanse Menseregtekommissie is soos volg:

PAIA Eenheid, Navorsing- en dokumentasieafdeling, Privaatsak 2700, HOUGHTON 2041			
Telefoon	+27 11 484 8300	Faks	+27 11 484 0582 / 1360
Webblad	www.sahrc.org.za	E-pos	PAIA@sahrc.org.za

4. KENNISGEWING(S) IN TERME VAN ARTIKEL 52(2) VAN DIE WET (Artikel 51(1)(c) van die Wet)

Op hierdie stadium is geen kennisgewing(s) gepubliseer nie.

5. INLIGTING / DOKUMENTE BESKIKBAAR INGEVOLGE ANDER WETGEWING (Artikel 51(1)(d) van die Wet)

PC CALITZ ING hou inligting / dokumente ingevolge die volgende wetgewing (neem asseblief kennis dat hierdie nie 'n volledige lys is nie):-

- Wet op Hooggereghof, No 59 van 1959
- Wet op Landdroshof, No 32 van 1944,
- Wet op Prokureurs, No 53 van 1979
- Wet op Belasting to Toegevoegde Waarde, No 89 van 1991 – Agtste Bylae
- Wet op Basiese Diensvoorwaardes, No 75 van 1997
- Registrasie van Aktes Wet, No 47 van 1937
- Wet op Deeltitels, No 95 van 1986
- Wet op Huurbehuising, No 50 van 1999
- Padongelukfondswet, No 56 van 1996

Die bogenemde rekords, insverre dit van 'n publieke aard is, is outomaties beskikbaar sonder dat 'n persoon toegang daartoe hoef te versoek in terme van die Wet en soos verlang in Artikel 52.

6. INLIGTING / DOKUMENTE GEHOU DEUR PC CALITZ INGELF IN TERME VAN DIE WET (Artikel 51(1)(e) van die Wet)

PC CALITZ ING hou inligting / dokumente soos hierna aangedui:

- Inligting, dokumente en publikasies ten opsigte van die operasionele-, handels- en finansiële belange van PC CALITZ INGELF
- Kontrakte
- Kliënte databasis (persoonlike inligting van kliënte, handels en finansiële inligting, inligting ten opsigte van voorgenome, bestaande en afgehandelde litigasie, inligting ten opsigte van ooreenkomste, voorstelle en intellektuele goedere van sodanige kliënte)
- Standaard Indiensnemingkontrakte
- PC CALITZ INGELF Personeel verslae
- Menslike hulpbronne (persoonlike inligting van gewese, huidige en voornemende werknemers en direkteure)

Enige en alle inligting / dokumente wat versoek word ten opsigte van die voormelde, sal slegs beskikbaar gemaak word aan 'n versoeker onderhewig aan die bepalings van die Wet. Geen inligting wat deur PC CALITZ INGELF gehou word is outomaties bekombaar sonder dat 'n persoon toegang daartoe versoek in terme van en onderhewig aan die bepalings van die Wet nie.

'n Versoek om inligting moet in die voorgeskrewe vorm wees, gerig aan die Inligtingsbeampte en teen betaling van die voorgeskrewe gelde.

7. ANDER INLIGTING (Artikel 51(1)(f) van die Wet)

Die Minister van Justisie en Konstitusionele Ontwikkeling het tot op datum nog nie enige regulasies in terme van hierdie Artikel gepubliseer nie.

8. BESKIKBAARHEID VAN DIE HANDLEIDING (Artikel 51(3) van die Wet)

- 8.1 Die handleiding is gratis beskikbaar vir inspeksie by die kantore van PC CALITZ INGELF
- 8.2 Afskrifte van die handleiding kan verkry word by die kantore van PC CALITZ INGELF, onderhewig aan die betaling van die voorgeskrewe fooi.
- 8.3 Toegang kan tot die handleiding bekom word op die webblad van die SAMK (www.sahrc.org.za) en PC CALITZ INGELF (webadres) en sal ook gepubliseer word in die Staatskoerant.
- 8.4 Die handleiding wat bekombaar is op die webblad van die SAMK en in die Staatskoerant bevat nie die voorgeskrewe vorms en fooiinstruktuur nie. Die vorms en fooiinstruktuur kan verkry word op die webblad van die SAMK (www.sahrc.org.za) of die Departement van Justisie en Konstitusionele Ontwikkeling (www.doi.gov.za) (onder "regulations").

G N DRACATOS ATTORNEYS

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NR. 2 OF 2000

INDEX

1.	Introduction	1
2.	Contact details	1
3.	Guide i.t.o. Section 10 of the Act	1
4.	Notice(s) i.t.o. Section 52(2) of the Act	1
5.	Information / documents available in accordance with other legislation	2
6.	Documents / Information held by this firm i.t.o. the Act	2
7.	Other information	2
8.	Availability of the Manual	2

1. INTRODUCTION

The aim of the manual is to assist potential requesters as to the procedure to be followed when requesting access to information / documents from G N Dracatos as contemplated i.t.o. the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requester is advised to contact Mr G N Dracatos should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information / documents from G N Dracatos.

The following words will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of G N Dracatos from time to time;
"G N DRACATOS"	shall mean G N Dracatos Attorney, a sole proprietor which renders legal services including legal advice and legal representations to individual clients and businesses / organisations;
"SAHRC"	shall mean the South African Human Rights Commission.
"Information Officer"	G N Dracatos has been appointed as Information Officer of the firm G N Dracatos to which requests for information in terms of the Act should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body:	G N DRACATOS ATTORNEYS
Appointed information officer:	Mr G N DRACATOS
Address:	1st Floor, Majuba Centre, 93 Voortrekker Rd, New Redruth, Alberton.
Postal address:	P O Box 1057, Alberton, 1450.
Telephone number:	011 907-2820
Facsimile number:	011 907-2135
E-mail:	george@dracatos.co.za
Website address:	N/A

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:-

PAIA UNIT

The Research and Documentation Department, P/Bag 2700, Houghton, 2041

Telephone number: + 27 11 484 8300

Facsimile number: + 27 11 484 0582 / 1360

E-mail: www.sahrc.org.za Website: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has/have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

G N Dracatos keeps information / documents in accordance with the following legislation:-

- * Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- * Pension Funds Act, Nr. 24 of 1956
- * Income Tax Act, Nr. 58 of 1962 (Section 75)
- * Companies Act, Nr. 61 of 1973
- * Attorneys Act, Nr. 53 of 1979
- * Regional Services Councils Act, Nr. 109 of 1985
- * Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- * Occupational Health and Safety Act, Nr. 85 of 1993
- * Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- * Labour Relations Act, Nr. 66 of 1995
- * Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- * Employment Equity Act, Nr. 55 of 1988 (Section 26)
- * Skills Development Act, Nr. 131 of 1998
- * Skills Development Levies Act, Nr. 9 of 1999
- * Unemployment Insurance Act, Nr. 63 of 2001

The above records, insofar as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY G N DRACATOS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

G N DRACATOS holds the information / documents listed herein below:-

- * Details relating to the operational, commercial and financial interests of G N Dracatos Attorneys
- * Commercial contracts
- * Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- * Skills Development Report
- * Human Resources (personal information of past, present and prospective employees)
- * Insurance policies

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requester subject to the provisions of the Act. None of the information held by G N Dracatos is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of G N Dracatos, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of G N Dracatos.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

**PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000
(THE ACT)
STATUTORY MANUAL IN TERMS OF SECTION 51**

Company name : M. R. Woollam & Associates cc

Contact details : The Managing Director

Postal address : P O Box 1384
Pietermaritzburg, 3200

Street address : Block D, Redlands Estate
1 George McFarlane Lane
Off Howick Road
Pietermaritzburg, 3201

Telephone number : 033 354 3634

Fax number : 033 342 1013

E-mail address : admin@mrw.co.za

Registration No.: 1985/007894/23

1. REQUEST FOR INFORMATION

A requester must be given access to any record of a private body if that record is required for the exercise or protection of any rights; that person complies with the procedural requirements in the Act relating to a request for access to that record and access to that record is not refused in terms of the grounds for refusal as set out in Chapter 4 of Part 3 of the Act.

2. PROCEDURES TO BE FOLLOWED TO REQUEST ACCESS TO A RECORD

Contact Details

Any person who wishes to access a record from M. R. Woollam & Associates cc may contact the Managing Director whose contact details are as set out above.

Prescribed access form

In terms of Section 53, a request for access to a record of M. R. Woollam & Associates cc must be made in the prescribed form to M. R. Woollam & Associates cc at the address, fax number or electronic mail address as set out above.

A request in terms of the Act requires the completion of the prescribed request for access form. The form requires the requester to provide certain information. The requester must provide sufficient detail on the request form to enable M. R. Woollam & Associates cc to identify the record and the requester. The form is set out in Government Gazette No. 23119 dated 15 February 2002 (Form C).

There are two types of fees payable :

- **Request fee :** This fee is payable by all requesters other than personal requesters prior to the processing of the request. The fee that requester must pay to a private body is R50. The requester may lodge an application to the court against the payment of the request fee.
- **Access fee :** This fee is payable by all requesters when the request for access to a record is granted and is a fee that is payable for the purpose of searching, making a copy of a record against the payment of the request fee.

M. R. Woollam & Associates cc may withhold a record until the requester has paid the applicable fees. A schedule of the prescribed fees is set out in Government Gazette No. 23119 dated 15 February 2002.

SECTION 10 - HUMAN RIGHTS COMMISSION GUIDE

Should a requester require further clarity, the requester is referred to the Guide which will be published by the South African Human Rights Commission.

In terms of Section 10 of the Act, the Human Rights Commission will produce a guide (by August 2003) as to :

- (a) the objects of the Act;
- (b) such particulars of every private body as are practicable;
- (c) the manner and form of request for access to records;
- (d) the assistance available from the South African Human Rights Commission;
- (e) legal remedies available at law;
- (f) how to obtain access to the Section 51 manual;
- (g) voluntary disclosures of categories of records by public and private bodies;
- (h) notices regarding fees to be paid in relation to requests for access; and
- (i) any regulations made in terms of Section 92.

The guide 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 South African Human Rights Commission, Private Bag 2700, Houghton 2041, telephone 011 484 8300 or fax 011 484 0582 or at www.sahrc.org.za or e-mail PAIA@sahrc.org.za.

4. RECORDS

The following are the categories of records held by M. R. Woollam & Associates cc. Examples of the types of records in the various categories are also listed.

Other legislation

Records are available in accordance with the following legislation :

The Companies Act 61 of 1973
Basic Conditions of Employment Act 75 of 1997
Income Tax Act 58 of 1962
Value Added Tax Act 89 of 1991
Unemployment Insurance Act 63 of 2001
Skills Development Levies Act 9 of 1999
Regional Services Councils Act 109 of 1985

Internal records

Membership

Human Resources

Staff records

Finance

Financial and accounting records
Creditors and debtors statements and invoices

Company Secretarial

Company statutory records
Minutes of Meetings

Short and long term policies

The Managing Director will take into consideration Section 5 of the Manual to decide on whether or not access to any of the records stated above should be given to the requester.

5. GROUND FOR REFUSAL OF A REQUEST

A request may be declined in accordance with one of the prescribed grounds for refusal of the request in terms of the Act, and these are set out in Sections 63, 64, 65, 66, 67, 68 and 69 of the Act.

Raubenheimers**Prokureurs
Attorneys****George****RAUBENHEIMERS ATTORNEYS INCORPORATED****MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000****1. COMPANY OVERVIEW**

Based in George, Raubenheimers Attorneys Incorporated is a professional firm practicing as attorneys, notaries and conveyancers and admitted to practice as such in the High Court of South Africa and governed by inter alia the Attorneys Act 53 of 1979.

2. DEFINITIONS

The following words will bear the following meaning in this manual:

- "the Act" The Promotion of Access to Information Act No. 2 of 2002.
- "Requestor" Any person making a request for access to a record

3. INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT**3.1 General Information**

3.1.1 Name of Private Body	:	Raubenheimers Attorneys Incorporated
3.1.2 Postal address	:	P.O. Box 21, GEORGE, 6530
3.1.3 Physical address	:	60 Cathedral Street, GEORGE, 6530
3.1.4 Telephone No.	:	044 – 873 2043
3.1.5 Fax No.	:	044 – 874 4516
3.1.6 E-mail address	:	law@raubenheimers.co.za
3.1.7 Website	:	www.raubenheimers.co.za

3.2 The Information Officer

3.2.1 Telephone number	:	Jeanne Cronje 044 – 873 2043
3.2.2 E-mail address	:	jcronje@raubenheimers.co.za

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51 (1)(b) of the Act)

In terms of Section 10 of the Act a guide will be compiled by the South African Human Rights Commission (SAHRC) containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the SAHRC:

PAIA Unit - The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone : +27 11 484 8300

Fax No.: +27 11 484 0582

Website : www.sahrc.org.za

E-mail : PAIA@sahrc.org.za

5. NOTICES IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

Raubenheimers Attorneys Incorporated holds no information that is freely available without a requestor having to request access in terms of the Act.

6. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

Raubenheimers Attorneys Incorporated keeps information / documents in accordance with the following legislation (please note that this is not an extensive list)

- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993
- Occupational Health and Safety Act, Act No. 85 of 1993
- Unemployment Insurance Act, Act No. 30 of 1966
- Income Tax Act, Act No. 58 of 1962

- Value Added tax Act, Act No. 89 of 1991
- Companies Act 61 of 1973
- Attorneys Act 53 of 1979

7. INFORMATION REQUIRED UNDER SECTION 51(1)(e) OF THE ACT
DOCUMENTS: RELATING TO:

- *Details of employees*
 - Contact details
 - Full names and identity numbers
 - Employment agreements and conditions of employment
 - Salaries and Wages
 - Benefits
 - Disciplinary and evaluation records
 - Absence records
 - Requests for leave
- *Details of clients*
 - Contact details
 - Personal Particulars
 - Details of legal work undertaken for and against clients
 - Fee structures and agreements
 - Records provided by a client
 - Records provided by a client to a third party acting for or on behalf of Raubenheimers Attorneys Incorporated.
- *Financial details, records and reports of Raubenheimers Attorneys Incorporated*
- *Administrative matters*

ALL INFORMATION REQUESTED SHALL ONLY BE MADE AVAILABLE SUBJECT TO THE PROVISIONS OF THE ACT AND SUBJECT TO ATTORNEY-CLIENT PRIVILEGE. ACCESS TO RECORDS MAY OR MUST BE DENIED UNDER CERTAIN CIRCUMSTANCES.

8. OTHER INFORMATION AS PRESCRIBED IN TERMS OF SECTION 51(1)(f) OF THE ACT

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

9. REQUEST PROCEDURE

9.1 The requester must comply with all the procedural requirements contained in the Section 53 of the Act relating to the request for access to a record.

9.2 The requester must complete the prescribed form and submit same as well as payment of a request fee (if applicable) and a deposit, where a request is made for access to information relating to a third party, to the Information Officer at the postal or physical address, fax number or electronic mail address of such Officer.

9.3 The prescribed form must be completed with enough particularity to at least enable the Information Officer to identify the following:

- 9.3.1 The record or records required by the requester;
- 9.3.2 The identity of the requester and such person acting on behalf of the requester where applicable;
- 9.3.3 What form of access is required, if the request is granted;
- 9.3.4 The telephone number, postal address or fax number of the requester (within the Republic of South Africa)
- 9.3.5 If in addition to a written reply the requester wishes to be informed of the decision on the request in any other manner, and to determine the manner and the necessary particulars to be so informed.
- 9.3.6 If a request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any item that has exceeded the prescribed hours to search and prepare the record for disclosure.

9.4 The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doi.gov.za) under the "regulations" section.

NB: The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requester is making the request to the satisfaction of the head of the private body.

10. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- 10.1 Mandatory protection of the privacy of a third party who is a natural person
- 10.2 Mandatory protection of the commercial information of a third party
- 10.3 Mandatory protection of certain confidential information of a third party
- 10.4 Mandatory protection of the safety of individuals and the protection of property
- 10.5 Mandatory protection of records privileged from production in legal proceedings
- 10.6 The commercial information of Raubenheimers Attorneys Incorporated
- 10.7 Mandatory protection of research information of a third party.

11. AVAILABILITY OF MANUAL (Section 51 (3) of the Act)

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Raubenheimers Attorneys Incorporated, 60 Cathedral Street, George. Copies may also be requested from the South African Human Rights Commission and the Government Gazette.

**WARBURTON ATTORNEYS
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT,
NO. 2 OF 2000**

INDEX	PAGE
1. Introduction	1
2. Contact details	1
3. Guide in terms of Section 10 of the Act	1
4. Notice(s) in terms of Section 52(2) of the Act	1
5. Information / documents available in accordance with other legislation	1
6. Documents / information held by Warburton Attorneys in terms of the Act	2
7. Other information	2
8. Availability of the Manual	2

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Warburton Attorneys as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Catherine Warburton should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from Warburton Attorneys.

The following words will bear the following meaning in this manual:

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Warburton Attorneys from time to time;
"Warburton Attorneys"	a firm of attorneys which renders legal services including legal advice and legal representation to individual clients and businesses / organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	the sole partner of Warburton Attorneys has been appointed as the Information Officer of Warburton Attorneys, to which requests for information in terms of the Act should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body:	Warburton Attorneys
Director and appointed Information Officer:	Ms Catherine Warburton
Address:	46 Buffalo Road, Emmarentia, Johannesburg
Postal address:	46 Buffalo Road, Emmarentia, 2195
Telephone:	(011) 646-2093
Fax:	(011) 646-2094
E-mail:	admin@imbewu.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit	Telephone: (011) 484-8300
The Research and Documentation Department	Fax: (011) 484-0582/1360
Private Bag 2700	E-mail: PAIA@sahrc.org.za
HOUGHTON	Website: www.sahrc.org.za
2041	

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

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

- Insolvency Act, No. 24 of 1936 (Sections 134 and 155)
- Income Tax Act, No. 58 of 1962 (Section 75)
- Companies Act, No. 61 of 1973
- Copyright Act, No. 98 of 1978
- Attorneys Act, No. 53 of 1979
- Regional Services Councils Act, No. 109 of 1985
- Value Added Tax Act, No. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993 (Section 97)
- Labour Relations Act, No. 66 of 1995
- Basic Conditions of Employment Act, No. 75 of 1997 (Section 31)
- Employment Equity Act, No. 55 of 1998 (Section 26)
- Skills Development Act, No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001

The above records, in so far as they are of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY Warburton Attorneys IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Warburton Attorneys holds the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of Warburton Attorneys;
- Commercial Contracts;
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients);
- Standard Employment Contracts;
- Warburton Attorneys' Personnel Report;
- Human Resources (personal information of past, present and prospective employees and partners / directors);
- List of trademarks and pending applications; and
- Insurance policies.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Warburton Attorneys is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of Warburton Attorneys, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Warburton Attorneys.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*. It should be noted that the manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website, or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) – under "regulations".

- 1 -

PROMOTION OF ACCESS TO INFORMATION ACT,**ACT 2 OF 2000 (The Act)****SECTION 51 MANUAL FOR****NARUNSKY, ELLIS + ASSOCIATES****TABLE OF CONTENTS****PAGE**

1. Introduction	1
2. Contact details	2
3. Categories of records	3

1. INTRODUCTION

The practice was formed by the late Mr SA Lurie in December 1953.

The firm operates as an auditing and accounting practice, providing clients with ancillary services associated with such practices such as taxation and administration of estates.

About us

- a. Partners
 - Allen Narunsky
 - Frederick Charles Ellis
- b. Staff

Article clerks	8
Professional staff	2
Administrative staff	4
- c. Business
 - Accounting, auditing and taxation services to family businesses.
- d. Associates
 - i. Creative Solution Providers CC
 - A computer hardware and software service company.
 - ii. Breakthrough Properties CC
 - Corporation owning the offices from which the practice operates.

- 2 -

2. CONTACT DETAILS

- a. Head Information officer:
Allen Narunsky
- b. Street address
68 8th Street, Springs, 1560
- c. Postal address
P O Box 410, Springs, 1560
- d. Telephone number:
(011) 812-2743
- e. Facsimile
(011) 362-1381
- f. E-mail address
NEACA@54.CO.ZA

3. RECORDS HELD BY PRACTICE

- a. Client working papers
- b. Client tax files
- c. Client secretarial files
- d. Trainee accountant records
- e. Staff salary and employment records.
- f. Client minutes books.
- g. Administration of Estate files

None of the above information will be automatically available to the public.

Should any information be requested, full particulars of the person requesting such access to the records will be required together with full reasons as to why the information should be provided.

**PRINSLOO, TINDLE & ANDROPOULOS INC ("PTA")
ATTORNEYS**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, NO 2 OF 2000**

INDEX	PAGE
1. Introduction	1
2. Contract details	2
3. Guide in terms of Section 10 of the Act	2
4. Notice(s) in terms of Section 52(2) of the Act	2
5. Information / documents available in accordance with other legislation	2
6. Documents / information held by PTA in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from PTA as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact the Information Officer (as defined and identified hereunder) should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from PTA.

The following words will bear the following meanings in this manual:

"the Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of PTA from time to time;
"PTA"	shall mean Prinsloo, Tindle & Andropoulos Inc, Attorneys, structured as an incorporated legal practice which renders legal services to corporate clients;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	shall mean Mr C Andropoulos and/or Mr P W Tindle, both directors of PTA, who have been appointed as the Information Officers of PTA, to whom requests for information in terms of the Act, should be addressed;

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body	Prinsloo, Tindle & Andropoulos Inc Attorneys
Appointed Information Officers	Mr C Andropoulos / Mr P W Tindle
Address	25 Sturdee Avenue Rosebank, Johannesburg
Postal address	P O Box 2589 Saxonwold, 2132
Telephone	(011) 788-0433
Fax	(011) 788-0437
E-mail	candropoulos@p-t-a.co.za ptindle@p-t-a.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone	+27 11 484 8300
Fax	+27 11 484 0582/1360
Website	www.sahrc.org.za
E-mail	PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)^o of the Act)

At this stage no notice(s) has/have been published.

5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

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

Insolvency Act, No 24 of 1936
Income Tax, No 58 of 1962
Companies Act, No 61 of 1973

Attorneys Act, No 53 of 1979
 Occupational Health and Safety Act, No 85 of 1993
 Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
 Regional Services Councils Act, No 109 of 1985
 Value Added Tax, No 89 of 1991
 Labour Relations Act, No 66 of 1995
 Basic Conditions of Employment Act, No 75 of 1997
 Employment Equity Act, No 55 of 1998
 Skills Development Levies Act, No 9 of 1999
 Unemployment Insurance Act, No 63 of 2001

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by PTA is automatically available without a person having to request access in terms of and subject to the provisions of the Act, unless such information is required to be made available automatically in terms of any other act applicable to PTA.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

6. DOCUMENTS/INFORMATION HELD BY PTA IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

PTA holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of PTA
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by PTA is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of PTA, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of PTA.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").
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**SANDRA SAUNDERS
ATTORNEYS****MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, (NO. 2 OF 2000)****INDEX**

1. Introduction
2. Contact details
3. Guide in terms of Section 10 of the Act
4. Notice(s) in terms of Section 52(2) of the Act
5. Information / documents available in accordance with other legislation
6. Documents / information held by Sandra Saunders Attorney in terms of the Act
7. Other information
8. Availability of the Manual

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Sandra Saunders Attorney as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalized, the latest version of the manual will be made public.

Any requestor is advised to contact Sandra Saunders should she / he require any assistance in respect of the utilization of this manual and / or the requesting of information / documents from Sandra Saunders Attorney.

The following words will bear the following meaning in this manual -

"the Act" shall mean the Promotion of Access to the Information Act (No 2 of 2000) together with all relevant regulations published;

"the / this manual" shall mean this manual together with all annexures thereto as available at the offices of Sandra Saunders Attorney from time to time;

"SS Attorney" shall mean Sandra Saunders Attorney which renders legal services including legal advice and legal representation to individual clients and businesses / organizations;

"SAHRC" shall mean the South African Human Rights Commission;

"Information Officer" Sandra Saunders has been appointed as the Information Officer of SS Attorney, to which requests for information in terms of the Act, should be addressed.

2. CONTACT DETAILS

Name of body:	Sandra Saunders Attorney
Information Officer:	Sandra Saunders
Address:	57 Sixth Rd, Hyde Park
Postal address:	PO Box 52561, Saxonwold, 2132
Telephone:	011 770 9215
Fax:	011 770 9297
Email:	sandra@pg.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (section 51(1)(b) of the Act)

In terms of section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

- 2 -

Telephone: 011 484 8300
Fax: 011 484 0582 / 1360
Website: www.sahrc.org.za
Email: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (section 51(1)(d) of the Act)

SS Attorney keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list) -

- Income Tax Act No 58 of 1962 (section 75)
- Companies Act No 61 of 1973
- Attorneys Act No 53 of 1979
- Regional Services Councils Act No 109 of 1985
- Value Added Tax Act No 89 of 1991 (section 65)
- Basic Conditions of Employment Act Nr 75 of 1997 (section 31)
- Employment Equity Act No 55 of 1998 (section 26)
- Skills Development Act No 97 of 1998
- Skills Development Levies Act No 9 of 1999
- Unemployment Insurance Act No 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in section 52.

6. DOCUMENTS / INFORMATION HELD BY SS ATTORNEYS IN TERMS OF THE ACT (section (1)(e) of the Act)

SS Attorney holds the information / documents listed here below:

- Details relating to the operational, commercial and financial interests of SS Attorney
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Skills Development Report
- SS Attorney Personnel Report
- Human resources (personal information of past, present and perspective employees and partners / directors)
- Insurance policies.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by SS Attorney is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

8. AVAILABILITY OF THE MANUAL (section 51(3) of the Act)

- 8.1. This manual is available for inspection at the offices of SS Attorney free of charge.
- 8.2. Copies of the manual may be obtained subject to the prescribed fees, at the offices of SS Attorney.
- 8.3. The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4. It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

WAKS & BRADY INC**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT
NR 2 OF 2000**

INDEX:	PAGE
1. Introduction	1
2. Contact details	2
3. Guide in terms of Section 10 of the Act	2
4. Notices in terms of Section 52(2) of the Act	2
5. Information/documents available in accordance with other legislation	2
6. Documents/information held by WAKS & BRADY INC in terms of the Act	3
7. Other information	3
8. Availability of the Manual	3

1. INTRODUCTION:

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from WAKS & BRADY INC as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Mr MR Waks should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from WAKS & BRADY INC.

The following words will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access information Act, Nr. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of WAKS & BRADY INC from time to time;
"Waks & Brady Inc"	shall mean Waks & Brady Inc Attorneys, structured as a partnership/incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"information Officer"	The senior Director of WAKS & BRADY INC has been appointed as the Information Officer of WAKS & BRADY INC, to which requests for information in terms of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: WAKS & BRADY INC
Partner: MR MICHAEL ROBERT WAKS
Address: 1ST FLOOR, WB CHAMBERS
17 NORTH STREET, KLERKSDORP - 2571
Postal Address: PO BOX 1861, KLERKSDORP - 2570
Telephone: (018) 462 2551
Fax: (018) 462 7363
E-mail: litigate@waks-brady.co.za
Website address: Not Available

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041
Telephone +27 11 484 8300
Fax: +27 11 484 0582/1360
Website: www.sahrc.org.za
e-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has/have been published.

5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

WAKS & BRADY INC keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr. 24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr.58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr 66 of 1995
- Basic Conditions of Employment Act, Nr.75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skill Development Act, Nr. 97 of 1998

3

- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr 63 of 2001

The above records, insofar as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS/INFORMATION HELD BY WAKS & BRADY INC IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

WAKS & BRADY INC holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interest of WAKS & BRADY INC
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- WAKS & BRADY INC Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies
- Rules and regulations relating to the pension fund

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by WAKS & BRADY INC is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of WAKS & BRADY INC, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of WAKS & BRADY INC.
- 8.3 It should be noted that the manual accessible on the website of the SAHRC as in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

LOZDAN & CLARK (Pty) Ltd

STEEL MERCHANTS

MANUAL IN TERMS OF SECTION 31
OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 20 / 2000

LOZDAN & CLARK (PTY) LTD

STEEL MERCHANTS

Manual in terms of Section 51 of the Promotion of
access to Information Act 20 / 2000.

- A. Contents.
- B. Particulars in terms of the Section 51 manual.

A: Contents:

- 1. Details.
- 2. The Section 10 Guide on how to use the Act.
- 3. Availability of the manual.
- 4. Information to facilitate a request for access to
Lozdan & Clark (Pty) Ltd records.
- 5. Description of Records held by the company.
- 6. Fees.

C: Particulars in terms of the Section 51 Manual:

1. Details:

i) Contact Persons:

Managing Director:	Mr. W. Lupberger.
Executive Director:	Mr. B.W. Thompson.
Financial Director: (alternative)	Mr. C. van der Kaag.

ii) Date of Registration:

1976

iii) Registration number:

70/16444/07

iv) Registered physical Address:

.38 Kariba Street
Powerville
Vereeniging
1939

v) Registered postal Address:

P.O Box 1141
Vereeniging
1930

vi) Contact Telephone Numbers:

016 421 3464

vii) Contact Facsimile Number:

016 422 0406

viii) E-mail Address:

a) amgeng@icon.co.za
b) amg@amgeng.co.za

ix) Website:

www.amgeng.co.za

2. The Section 10 Guide on how to use the Act:

In terms of Section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This Guide will be available from the Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:**PAIA Unit****The Research and Documentation Department**

Postal address:

Private Bag 2700
Houghton
2041

Telephone:

+ 27 11 484-8300

Fax:

+ 27 11 484-0582

Website: www.sahrc.org.za <<http://www.sahrc.org.za>>
E-mail: PAIA@sahrc.org.za

3. Availability of the Manual:

- Lozdan & Clark (Pty) Ltd's manual is available for inspection, free of charge at the Registered Address of the company (please see (1) iv above). A copy is also available from the Human Rights Commission (please see contact details (2)), or visit our website: www.amgeng.co.za.

4. Information to facilitate a request for access to Company records:

- * The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the Company. This request must be made to the address, fax number or electronic mail address of the Company.
- * The requester must provide sufficient detail on the request form to enable the head of the Company 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 the 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 head of the Company.

5. Description of Records held by Lozdan & Clark (Pty) Ltd:

i) Accounting Records:

- * Cashbooks and reconciliations to bank.
- * General Ledgers.
- * Trial Balances.
- * Annual financial statements.
- * Audit files with working papers.
- * Bank statements of company accounts.
- * EFT files.
- * Deposit slips (where applicable).
- * Annual reports.
- * Old cheque books.

ii) Member Data:

- * Personal information.
- * Copies of signed Employment contract.
- * New employee data.
- * Leave forms.
- * Copy of any court orders against employee (where applicable)
- * Beneficiary nomination form.

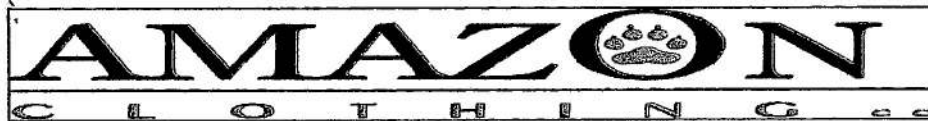
iii) Miscellaneous:

- * Original and / or copies of insurance policies relating to the Company.
- * Documentation relating to review insurance policies on an annual basis.
- * Correspondence with clients.
- * Certain communication with the SARS.
- * Drawings.
- * Planning.
- * Stock sheets.
- * Delivery notes and copies where needed.
- * Purchase orders.
- * Records of payslips.
- * Statements.
- * Tender documents.
- * Quotations.

6. Fees for Requesting records:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- * The head of the Company must notify the requester by notice, requiring the requester to pay the prescribed fee before further processing the request.
- * The fee that the requester must pay to the Company is R50-00. The requester may lodge an application to the court against the tender or payment of the request fee.
- * After the head of the Company has decided whether to grant the request or not, the requester must be notified in the required form.
- * If the request is granted, then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.



2ND FLOOR, CASTLE MEWS, 16A NEWMARKET STREET CAPE TOWN 8001
 P O BOX 13042, WOODSTOCK, 7915
 TELEPHONE : (021) 4612707/4619683 FAX : (021) 4621601
 E-MAIL : amazoncc@mwweb.co.za

SECTION 51 MANUAL FOR AMAZON CLOTHING C.C.

A. CONTENTS

- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to the private body in question:

1. Contact details [Section 51(1)(a)]
2. The section 10 Guide on how to use the Act [Section 51(1)(b)]
3. Records available in terms of any other legislation [Section 51(1)(d)]
4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]
 - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]
 - ii. Records that may be requested [Section 51(1)(e)]
 - iii. The request procedures
5. Right of access to records of Private bodies (Section 50(1)(a-c))
6. Mandatory Protection of commercial and confidential information [Section 64-69]
7. Availability of the manual [Section 51(3)]
8. Prescribed fees for private bodies
9. Prescribed forms

For the sake of convenience and accessibility, the forms and fee structure can be viewed at the following, either the SAHRC's website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations") which will contain the forms and the fee structure.

INTRODUCTION TO AMAZON CLOTHING C.C.

Amazon Clothing is a clothing manufacturer, situated in Woodstock, Cape Town.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details of information Officer [Section 51(1)(a)]

The Managing Director of the Company Mr. Geoff Cargill is the Information Officer in terms of the Promotion of Access to Information Act. No deputy information officer has been designated for Amazon Clothing C.C.

Postal Address : P.O.Box 13042,
 Woodstock
 7915

Street Address : 2nd Floor, Castle Mews
 16 A Newmarket Street,
 Woodstock

Telephone : (021) 461-2707 / 461-9683
 Fax : (021) 462-1601

Email Address : amazoncc@mwweb.co.za

2. **The section 10 Guide on how to use the Act [Section 51(1)(b)]**

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:
PAIA Unit**

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. **Records available in terms of any other legislation [Section 51(1)(d)]**

For purposes of facilitating a request in terms of the Act, Amazon Clothing CC holds the following records :

A) Legislative Documents

- Promotion of Access to Information Act 2000
- Basic Conditions of Employment No 75 of 1997
- Companies ct No 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993
- Employment Equity Act No 55 of 1998
- Labour Relations Act No 66 of 1995
- Occupational Health & safety Act No 85 of 1993
- Skills Development Levies Act No 9 of 1999
- Skills Development Act No 97 of 1998
- Unemployment Contributions Act No 4 of 2002
- Unemployment Insurance Act No 63 of 2001
- Value Added Tax No 89 of 1991

4. **Access to the records held by Amazon Clothing C.C. [Sections 51(1)(c) and 51(1)(e)]**

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]**

No Records available without a request being processed.
- ii. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]**

B) Human Resources

- Policies on staff Recruitment
- Employment records
- Disciplinary procedures
- Staff Contracts
- Clothing Industry Bargaining Council (Western Cape) Agreement and Certificate of Registration

C) Financial Management

- Asset Register
- Company Registration Document

iii. **The request procedures**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body 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 [s 53(2)(a) and (b) and (c)].
- 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 [s 53(2)(d)].

- 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 head of the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Right of access to records of private bodies

A requester must be given access to any record of a private body if –

- that record is required for the exercise or protection of any rights,
- that person complies with the procedural requirements in this Act relating to a request for access to that record : and
- access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 (Section 63) – (Promotion of access to information Act 2000)

6. Chapter 4 Section 64-69 of the Act will apply regarding refusal of access to confidential information.

7. Availability of the manual [Section 51(3)]

The manual is also available for inspection at the offices of Amazon Clothing C.C. free of charge; and copies are available with the SAHRC, in the Gazette.

8. Fees will be charged according to the Act Promotion of Access to Information Act,2000 (Act No.2 of 2000)

9. The prescribed request application forms will be as per the Act (Section 53(1) of the Promotion of Access to Information Act,2000 (Act No.2 of 2000)

We acknowledge SAHRC for use of their framework in preparation of the manual 51 for Promotion of Access to Information Act,2000 (Act No.2 of 2000)

MANUAL for Discount Freight (Pty) Ltd.
Prepared in terms of the requirements of the
PROMOTION OF ACCESS TO INFORMATION ACT No 2 of 2000
(hereinafter referred to as "the Act")

Introduction

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures associated with any such requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act, expressly provides that the information may not be released. In that context, Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

PART 1: COMPANY AND CONTACT DETAILS**Name of Company**

Discount Freight (Pty) Ltd.

Nature of Business

Customs Clearing & International Freight Forwarding Agents

M.D. of Company

Harshad Ambaram

Postal Address

P.O.Box 14051

Wadeville

1422

Street Address

1 Kreupelhout Avenue (Corner Dekema Road)

Wadeville

Telephone Number

(011) 824-0910/1/2/3/4

Telefax Number

(011) 824-0915

Email Address

Jakes@discountfreight.co.za

Information Officer

Reg Ambaram

Postal Address

P.O.Box 14051

Wadeville

1422

Telephone

(011) 824-0910/1/2/3/4

Telefax Number

(011) 824-0915

Email Address

reg@discountfreight.co.za

Note Public information on the company is available on the company's web site (www.disfreight.com).

PART 2: GUIDE TO THE MANUAL AND ITS ACCESS.

At the time of the preparation of this Manual, the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any enquires relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360. Further information may be accessed from the web site www.sahrc.org.za

PART 3: RECORDS

Records available in terms of Section 52(2) of the Act (records available without a person having to request access).

Not applicable.

Records that are held in the Company's Head Office.**1. Personnel Records**

- 1.1 As provided by employees.
- 1.2 As provided by individuals other than employees.
- 1.3 Conditions of employment and employee -related contractual records

2. Records relating to Customers**3. Records relating to Discount Freight (Pty) Ltd.**

- 3.1 Financial
- 3.2 Marketing
- 3.3 Product
- 3.4 Internal Correspondence
- 3.5 Statistical
- 3.6 Research
- 3.7 Statutory records that at present include the following: -

- Basic Conditions of Employment Act. No. 75 of 1997.
- Companies Act No.61 of 1973.
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.
- Customs and Excise Act No 91 of 1964 as amended.
- Employment Equity Act No.55 of 1998.
- Income Tax Act No. 58 of 1962.
- Labour Relations Act No. 66 of 1995 as amended.
- National Road Traffic Act No 93 of 1996 as amended
- Occupational Health and Safety Act. No 85 of 1993.
- Promotion of Access to Information Act No. 2 of 2000.
- Regional Services Act No 109 of 1985 as amended
- Skills Development Act. No. 97 of 1998.
- Skills Development Levies Act. No. 9 of 1999.
- Unemployment Insurance Act. No. 36 of 2001.
- Usury Act. No. 81 of 1995.
- Value Added Tax Act No. 89 of 1991

PART 4: INFORMATION REQUEST PROCEDURE

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the M.D. of Discount Freight (Pty) Ltd or the Information Officer of Discount Freight (Pty) Ltd. The requester must provide sufficient detail to enable the company to identify the record and the

requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of section 63 of the Act, the head of Discount Freight (Pty) Ltd must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of Discount Freight (Pty) Ltd must refuse a request for access to a record of the company if the record contains; trade secrets, financial, commercial, scientific and technical information, the disclosure of which could harm the interests of Discount Freight (Pty) Ltd. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by Discount Freight (Pty) Ltd. Access to such records will require the written permission of the third party concerned before Discount Freight (Pty) Ltd will permit access to view.

In accordance with the above mandatory refusal grounds, the M.D./Information Officer will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

PART 5: MANUAL AVAILABILITY

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is available on the website of Discount Freight (Pty) Ltd. Copies may also be obtained from the Information Officer of Discount Freight (Pty) Ltd.

In respect of hard copies, any transmission costs/postage will be for the account of the requester.

P.M. McDONALD ATTORNEYS**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT,
Nr 2 of 2000****INDEX****PAGE**

1. Introduction	1
2. Contact details	2
3. Guides in terms of Section 10 of the Act	2
4. Notice(s) in terms of Section 52(2) of the Act	3
5. Information / documents available in accordance with other legislation	3
6. Documents / information held by P.M.McDONALD ATTORNEYS in terms of the Act	3
7. Other information	4
8. Availability of the Manual	4

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from P.M. McDonald Attorneys as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact P.M. McDonald should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of information / documents from P.M. McDonald Attorneys.

The following words will bear the following meaning in this manual:-

"the Act"	shall mean the Promotion of Access to Information Act, Nr 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the office of P.M. McDONALD ATTORNEYS from time to time;
"P.M. McDONALD ATTORNEYS"	shall mean P.M. McDonald Attorneys, structured as a sole partner, which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	The senior partner of P.M. McDonald Attorneys has been appointed as the Information Officer of P.M. McDonald Attorneys, to which requests for information in terms of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body:	P.M. McDONALD ATTORNEYS
Partner and appointed Information Officer	MS P M McDonald
Address:	9 Rogers Road, Selection Park, Springs
Postal address:	P.O. Box 170, Springs 1560
Telephone:	(011) 362-5450 / 365-0101
Fax:	(011) 365-0037
E-mail:	ina@acenet.co.za
Website address:	N/A

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be completed by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone:	+27 11 484 8300
Fax:	+27 11 484 0582/1360
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)c of the Act)

At this stage no notice(s) has/have been published

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

P.M.MCDONALD ATTORNEYS keep information / documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr. 24 of 1936 (Sections 135 and 155)
- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973

3.

- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY P.M.MCDONALD ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

P.M.MCDONALD ATTORNEYS hold the information / documents listed herein below:

- Details relating to the operational, commercial and financial interests of P.M.MCDONALD ATTORNEYS
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- P.M.MCDONALD ATTORNEYS Personnel Report
- Human Resources (personal; information of past, present and prospective employees and partners / directors)
- Insurance policies

The P.M.MCDONALD ATTORNEYS has no webste address.

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by P.M.McDonald attorneys is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of P.M. McDonald Attorneys, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of P.M. McDonald Attorneys
The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 SECTION 51 (1) (a)**

NAME OF BUSINESS EDEN EXPORTS C.C.
 REGISTRATION NUMBER CK 93/28248/23
 REGISTERED OFFICE 2 FAERIEDAL, 385 MANITOBA DRIVE
 FAERIE GLEN, PRETORIA
 DIRECTORS/MEMBERS LEON CARL LE ROUX
 MARGARET ANN LE ROUX
 POSTAL ADDRESS BOX 1202 FAERIE GLEN 0813
 CONTACT PERSON LEON LE ROUX
 TELEPHONE NO. 012-991 2008
 FAX NO. 012-991 2008
 E MAIL ADDRESS
 ACTIVITY OF BUSINESS PHARMACEUTICAL PROMOTION AND
 EXPORT

Section 51 (1) (b)

The Human Rights Commission's guide to the Act can be obtained either on the Internet at www.sahrc.org.za or by telephone (011) 484-8300, or by fax (011) 484-1360, or by letter to Private Bag X2700, Houghton 2041.

Section 51 (1) (c)

No notices have been published thus far.

Section 51 (1) (d)

Information in terms of the following Acts and any subsequent amendments thereto, if and when applicable, is available on request

Companies Act No. 61 of 1973
 Closed Corporations Act No. 69 of 1984
 Income Tax Act No. 58 of 1962
 Value Added Tax Act No. 89 of 1991
 Customs & Excise Act No. 91 of 1964
 Insolvency Act No. 24 of 1936
 Patents Act No. 57 of 1978
 Trademarks Act No. 194 of 1993
 Electronic Communications & Transactions Act
 No. 25 of 2002
 Promotion of Access to Information Act
 No. 2 of 2000

Basic Conditions of Employment Act No. 75 of 1997
 Employment Equity Act No. 55 of 1998
 Labour Relations Act No. 66 of 1995
 Unemployment Insurance Act No. 30 of 1966
 Skills Development Levies Act No. 9 of 1999
 Occupational Health & Safety Act No. 85 of 1993
 Compensation of Occupational Injuries & Diseases
 Act No. 130 of 1993
 The Constitution of the Republic of South Africa

Section 51 (1) (e)

If and when requested, availability of information will be determined in the following instances:
 Trademarks, Trademark Registrations, Statutory documentation, Agreements, Members or Shareholders,
 Employment Contracts and, where applicable, Domain Name Registration and Website information.

Section 51 (1) (f) and Sections 53 and 54

Form of Request and Fees

The forms of request for access to records of a private body must follow the format of Form B Regulation 4 of the Promotion of Access to Information Act No. 2 of 2000 and any amendments thereto. The fees payable in advance by the requester will comply with the requirements of the above Act and any amendments thereto, together with Value Added Tax where applicable.



JOHNNIC HOLDINGS LIMITED

("Johnnic")

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000 ("the Act")

for

Johnnic Holdings Limited and certain of its Subsidiary Companies

	Registration No.
Johnnic Holdings Limited	1889/000429/06
Andermain Investments Limited	1966/011887/06
Aston Bay Holiday Resorts (Proprietary) Limited	1972/013087/07
Centfox Investments Limited	1966/011300/06
Enver Investments Limited	1966/010616/06
Euphorbia (Proprietary) Limited	1991/001263/07
Euphorbia Lot 1 Share Block (Proprietary) Limited	1991/006882/07
Euphorbia Lot 2 Share Block (Proprietary) Limited	1991/006883/07
Euphorbia Lot 3 Share Block (Proprietary) Limited	1991/006884/07
Euphorbia Lot 4 Share Block (Proprietary) Limited	1991/006885/07
Euphorbia Lot 5 Share Block (Proprietary) Limited	1991/006886/07
Euphorbia Lot 6 Share Block (Proprietary) Limited	1991/006887/07
Foxway Investments Limited	1966/011233/06
G E Property and Marketing (Proprietary) Limited	1991/007006/07
Gallagher Estate Holdings Limited	1989/001668/06
Glenny Buchner Investments (Proprietary) Limited	1987/003416/07
Hubert Street Properties Limited	1981/003610/06
I.C. Harrison Limited	1945/019624/06
Jena Investments Limited	1958/001876/06
Johnnic Casino Holdings Limited	1970/006409/06
Johnnic Holdings Management Services Limited	1969/014373/06
Johnnic Management Services (Proprietary) Limited	1972/006334/07
Johnnic Properties Limited	1936/008628/06
Johnnic Property Developments Limited	1963/003783/06
Johnnic Property Holdings Limited	1964/002189/06
Johnnic Property Investments Limited	1936/008212/06
Johnnies Strategic Investment Holdings Limited	1957/001260/06
Justus House Limited	1948/030183/06
Kayling Properties Share Block (Proprietary) Limited	1991/007007/07
Lennings Limited	1966/004748/06
Lone Hill Estates (Proprietary) Limited	1967/000358/07
Main Place Holdings Limited	1966/010171/06
Mainway Investments Limited	1968/002401/06
Mainwest Investments Limited	1966/011223/06
Schedar Investments Limited	1960/001267/06
Soundprops 1065 Investments (Proprietary) Limited	1991/005713/07
Southmar Investments Limited	1966/011311/06
Temco Investments Limited	1948/029418/06
The Millenium Casino Limited	1970/000341/06
Varied Investments Limited	1966/011232/06
Westfox Investments Limited	1971/011886/06
Westmar Investments Limited	1966/011312/06

(collectively referred to as "the Companies")

INTRODUCTION

Johnnic is an investment holding company with core interests in telecommunications, media and entertainment and non-core interests in an exhibition business and a casino.

PART 1 – Contact details

Chief Operating Officer	:	Mr Jacob R D Modise
Designated Information Officer	:	Mr Michael R D Boyns
Address	:	Level 3 (West Wing) Gallagher House Gallagher Estate 19 Richards Drive Midrand
Postal Address	:	P O Box 231 Johannesburg 2000
Telephone Number	:	+27 (0) 11 266-3100
Fax Number	:	+27 (0) 11 266-3123
E-mail Address of Information Officer	:	mike_boyns@johnnic.co.za
Website	:	www.johnnic.com

PART 2 – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. SAHRC have indicated that the Guide will be ready by August 2003. Enquiries should be directed to:

Post:	South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700 Houghton 2041
Telephone:	+27 (0) 11 484-8300
Fax:	+27 (0) 11 484-0582
Website:	www.sahrc.org.za
E-mail:	paia@sahrc.org.za

PART 3 - Voluntary disclosure and automatic availability of certain records (Section 52(1))

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Act. Request forms for these categories of information are also available from our information officer, whose contact details appear in Part 1 of this manual. Some of the information is available on the website at www.johnnic.com.

- Reports
- Circulars to shareholders
- Code of ethics
- Other literature intended for public viewing

PART 4 – Information available in terms of other legislation (Section 51(1)(d))

Where applicable to our operations, information is also available in terms of the following statutes and their provisions:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991

PART 5 – Information available (Section 51(1)(e))

We hold the following categories of information:

- **Company Secretarial**
 - Company Statutes
 - Registers
 - Minutes of Meetings
 - Statutory Returns
 - Circulars Issued to Members
- **Legal**
 - Legal Agreements and Controls
 - Loans from Third Parties
- **Human Resources**
 - Policies and Procedures
 - Employee Information
 - Personnel Files
 - Contracts
 - Skills Development Programme
- **Financial**
 - Accounting Records
 - Fixed Asset Registers
 - Financial Statements and Management Accounts
 - Tax Records and Returns
 - VAT Records and Returns
 - Bank Statements and Cheques
 - Debtor Invoices and Statements
 - Creditors Invoices, Statements and Related Payment Supporting Documents
- **Intellectual Property**
 - Trademarks

- **Immovable and Moveable Property**
 - Title deeds of land owned by the Companies
 - Agreements for the lease or sale of land by the Companies
 - Leases in respect of vehicles
 - Office equipment leases
- **Insurance**
 - Insurance Policies
 - Property Records and Leases

PART 6 – Availability of manual

The manual is available for inspection at the office of Johnnic free of charge, and on the Johnnic website (refer to Part 2 of the manual). Copies are also available with the SAHRC and in the Government Gazette.

PART 7 – Manner of access

If you wish to request access to any of the above categories of information, you are required to complete the request form. The prescribed forms for requests to private bodies are available from:

- our information officer (whose contact details are in Part 2 of this manual);
- the SAHRC website (www.sahrc.org.za);
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

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

MARDAINAN PROPERTIES CC

REG NO 1997/047683/23

Physical address: 15 Koorzen Street, Gants Park, Strand, 7140

Postal address: 15 Koorzen Street, Gants Park, Strand, 7140

Telephone: 021-854-4991

Fax: 021-854-4908

e-mail: N/A

MARDAINAN PROPERTIES CC is a private body as contemplated in the Act

MARDAINAN PROPERTIES CC has no employees and acts as landlord

A request in terms of the Act will be considered by MARDAINAN PROPERTIES CC upon receipt by MARDAINAN PROPERTIES 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 MARDAINAN PROPERTIES 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:

- ☐ 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 MARDAINAN PROPERTIES 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 MARDAINAN PROPERTIES 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:

- ☐ Bills of Exchange Act 34 of 1964
- ☐ Close Corporations Act 69 of 1985
- ☐ Companies Act 61 of 1973, where it relates to Close Corporations
- ☐ Income Tax Act 58 of 1962
- ☐ Insolvency Act 24 of 1936
- ☐ Regional Services Councils Act 109 of 1985
- ☐ Stamp Duties Act 77 of 1968
- ☐ Value Added Tax 89 of 1991

Subjects on which records are held resort under the following types:

- ☐ accounting, commercial & financial
- ☐ compliance
- ☐ created & generated, notes, letters, etc.
- ☐ operational/ technology
- ☐ stakeholders ie member
- ☐ strategy ,marketing & advertising

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 MARDAINAN PROPERTIES CC reserves all its rights

E&OE

This manual was prepared by CVT TRUST for MARDAINAN PROPERTIES CC :11/2/2003

CARGOWORLD PENSION FUND
(‘the fund’)

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

The CargoWorld Pension Fund is a privately administered pension fund registered in terms of the Pension Funds Act, No 24 of 1956 and is a pension fund as defined in terms of the Income Tax Act, No 58, 1962.

1 CONTACT DETAILS

- 1.1 Principal officer of fund : John Keith Wilson Moore
- 1.2 Registered physical address of fund : Suite 12, 10 Pepper Street, Cape Town, 8000
- 1.3 Postal address of fund : PO Box 16254, Vlaeberg, 8018
- 1.4 Fund’s administrator name : Broksure Administrators CC
- 1.5 Administrator’s registered address : Suite 12, 10 Pepper Street, Cape Town, 8000
- 1.6 Administrator’s postal address : PO Box 16254, Vlaeberg, 8018
- 1.7 Administrator’s telephone number : 021 424 1299
- 1.8 Administrator’s fax number : 021 424 2039
- 1.9 Administrator’s e-mail address : broksure@icon.co.za
- 1.10 Administrator contact person : Richard Brenchley
- 1.11 Contact person telephone number : 021 424 1299
- 1.12 Contact person fax number : 021 424 2039
- 1.13 Contact person e-mail address : broksure@icon.co.za
- 1.14 Fund auditors : BDO Spencer Steward (Cape Town) Inc
- 1.15 Fund valuator : Geoffrey London

2 FUND DETAILS

- 2.1 Registered name of fund : CargoWorld Pension Fund
- 2.2 Registered number with the Financial Services Board (‘FSB’) : 12/8/35871
- 2.3 Approval number issued by the Commissioner for the South African Revenue Services (‘SARS’) : 18/20/4/40510

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 any person 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 and Development Department
Private Bag 2700, Houghton, 2041
Telephone : 011 484 8300
Fax : 011 484 0582
E-mail address : paia@sahrc.org.za
Website : <http://sahrc.org.za>

4 RECORDS AVAILABLE

4.1 IN TERMS OF THE PENSION FUNDS ACT

- 4.1.1** the registered rules (including amendments) of the fund
- 4.1.2** the latest financial statements and statistical returns of the fund
- 4.1.3** the latest valuation report from the fund's actuary or exemption certificate from the fund's valuator
- 4.1.4** the documents or reports, if any, prepared in terms of section 16, section 17 or section 18 of the Pension Funds Act.

Note : In terms of section 22 of the Pension Funds Act, any person (on payment of the prescribed fee) may inspect and make a copy thereof or take an extract thereof, at the office of the Registrar of Pension Funds, any record of the fund referred to in 4.1 above. The Registrar of Pension Funds may be contacted as follows :

Physical address : 466 Rigel Avenue South, Erasmusrand, Pretoria
Telephone : 012 428 8000
Fax : 012 347 0221
Website : <http://www.fsb.co.za>

4.2 IN TERMS OF OTHER LEGISLATION

4.2.1 General records

- . rules and rule amendments
- . FSB certificate of registration
- . FSB certificates of name changes, if any
- . SARS letter of approval
- . trustee registers
- . fund minute book and minutes
- . fidelity guarantee insurance policy
- . professional indemnity insurance policy
- . adjudicator correspondence, if any
- . participating employer details
- . valuation certificates

4.2.2 Member records

- . membership application forms
- . membership nomination forms

- . contribution records
- . member benefit statements
- . member withdrawal values
- . member share of fund values
- . member underwritten risk benefits ie group life assurance and income insurance
- . S14 transfer application documentation, if any
- . inter fund transfer documentation, if any
- . housing loans records, if any
- . claims records
- . disability claimant records, if any
- . investment records
- . correspondence with the FSB

4.2.3 Financial records

- . bank statements
- . cashbooks records and reconciliations thereof
- . general ledgers
- . trial balances
- . audited financial statements and statistical records submitted to the FSB

4.2.4 Contractual records

- . administration agreement with the fund's administrator
- . engagement letter with the fund's external auditor

5 AVAILABILITY OF MANUAL

In terms of regulation 9(1) of the regulations to the Act, the principal officer must make available a copy of the manual to :

- . the SAHRC
- . the controlling body of the fund – the FSB
- . publish the manual in the Government Gazette
- . make the manual available on a website (no website is available)

The principal officer must make available this manual during office hours and may not charge a fee for such inspection.

-oOo-

KIRF RETSROV CC T/A POSTNET BOSKRUIJN CK 98/26484/23

Office services (Secretarial, binding, laminating, faxing, copying)
Courier brokerage
Mail boxes and mail collection / drop-off point (for Post Office)

Manual in terms of **The Promotion of Access to Information Act, No 2 of 2000** (the "ACT")

Designated Contact: FREDERICK HENDRIK VORSTER
Postal Address: P.O.BOX 760
CRESTA
2118
Street Address: SHOP 12
BOSKRUIJN SHOPPING CENTRE
CNR HAWKEN & PRES FOUICHE AVE
BOSKRUIJN
RANDBURG
2194
Telephone No.: 011 791-5960
Fax No.: 011 791-0261
e-mail: boskruin@postnet.co.za

The Act requests for access to the records of Kirf Retsrov CC shall be made in accordance with the prescribed procedures at the rates specified in the Act.

Requesters are referred to the guide to be compiled by the South African Human Rights Commission, containing information for the purposes of exercising constitutional rights, obtainable from the Commission at Private Bag X2700, Houghton, 2041, Tel 011 484-8300, fax 011 484-7149.

Information Held**Information maintained in accordance with other Legislation**

Income Tax Act, no 58 of 1962
Value-Added Tax Act, No.89 of 1991
Unemployment Insurance Act, No. 30 of 1966
Basic Conditions of Employment Act, No. 75 of 1997
Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
Close Corporations Act, No.69 of 1984
Skills Development Act, No. 97 of 1998

Business Records

Financial Records
Correspondence

Draft for your approval

The Human Rights Commission
The Government Printer, P/Bag X85, Pretoria, 0001, for publication in the Government Gazette.

Submissions should be made to:

The Research and Documentation Department
The South African Human Rights Commission

Postal Address: Private Bag 2700, Houghton 2041

Or deliver to: Address: Boundary Road, Ilse of
Houghton, Wilds View, Entrance 1, Houghton,
Johannesburg

And Submissions can be made electronically to:
paia@sahrc.org.za

**HOW TO PRINT IN THE GOVERNMENT
GAZETTE:****Printing in the Government Gazette:**

Every public and private body is required to submit
their manuals for publication to the Government
Printers

News on Government Printers:

Contact person dealing with the manuals:
Mrs Jacobs

Contact number: 012 334 4685

Code word: "Information Manual"

Cost: R275.00 per page (Please read below)

*(Please note that you are not required to include the fees
structure and the forms when you submit your manual for
publication to the Government Printers.)*

Final time for submissions: Fridays at 14:00 - the
information provided will then be published in the
next weeks Gazette

A.M.G. Engineering (Pty) Ltd

Manual in terms of Section 51 of the Promotion of
access to Information Act 20 / 2000.

- A. Introduction.
- B. Contents.
- C. Particulars in terms of the Section 51 manual.

A: Introduction:

A.M.G Engineering is a Heavy General Engineering facility encompassing the latest in fabrication and machining technology in modern uncluttered workshops where the finest products can be produced in a safe environmentally friendly atmosphere.

B: Contents:

1. Details.
2. The Section 10 Guide on how to use the Act.
3. Availability of the manual.
4. Information to facilitate a request for access to A.M.G Engineering (Pty) Ltd records.
5. Description of Records held by the company.
6. Fees.

C: Particulars in terms of the Section 51 Manual:**1. Details:****i) Contact Persons:**

Managing Director:	Mr. W. Lupberger.
Executive Director:	Mr. B.W. Thompson.
Financial Director: (alternative)	Mr. C. van der Kaag.

ii) Date of Registration:

1972

iii) Registration number:

72/02362/07

iv) Registered physical Address:

12 General Smuts Road
Extention 1
Vereeniging
1939

v) Registered postal Address:

P.O Box 697
Vereeniging
1930

vi) Contact Telephone Numbers:

016 421 4070 / 1 / 2 / 3 / 6 / 9

vii) Contact Facsimile Number:

016 421 4098

viii) E-mail Address:

a) amgeng@icon.co.za
b) amg@amgeng.co.za

ix) Website:

www.amgeng.co.za

2. The Section 10 Guide on how to use the Act:

In terms of Section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This Guide will be available from the Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:**PAIA Unit****The Research and Documentation Department**

Postal address:	Private Bag 2700 Houghton 2041
Telephone:	+ 27 11 484-8300
Fax:	+ 27 11 484-0582
Website:	www.sahrc.org.za < http://www.sahrc.org.za >
E-mail:	PAIA@sahrc.org.za

3. Availability of the Manual:

A.M.G. Engineering (Pty) Ltd's manual is available for inspection, free of charge at the Registered Address of the company (please see (1) iv above. A copy is also available from the Human Rights Commission (please see contact details (2), or visit our website: www.amgeng.co.za.

4. Information to facilitate a request for access to Company records:

- * The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the Company. This request must be made to the address, fax number or electronic mail address of the Company.
- * The requester must provide sufficient detail on the request form to enable the head of the Company 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 the 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 head of the Company.

5. Description of Records held by A.M.G. Engineering (Pty) Ltd:

i) Accounting Records:

- * Cashbooks and reconciliations to bank.
- * General Ledgers.
- * Trial Balances.
- * Annual financial statements.
- * Audit files with working papers.
- * Bank statements of company accounts.
- * EFT files.
- * Deposit slips (where applicable).
- * Annual reports.
- * Old cheque books.

ii) Member Data:

- * Personal information.
- * Copies of signed Employment contract.
- * New employee data.
- * Leave forms.
- * Copy of any court orders against employee (where applicable)
- * Beneficiary nomination form.

iii) Miscellaneous:

- * Original and / or copies of insurance policies relating to the Company.
- * Documentation relating to review insurance policies on an annual basis.
- * Correspondence with clients.
- * Certain communication with the SARS.
- * Drawings.
- * Planning.
- * Stock sheets.
- * Delivery notes and copies where needed.
- * Purchase orders.
- * Records of payslips.
- * Statements.
- * Tender documents.
- * Quotations.

6. Fees for Requesting records:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- * The head of the Company must notify the requester by notice, requiring the requester to pay the prescribed fee before further processing the request.
- * The fee that the requester must pay to the Company is R50-00. The requester may lodge an application to the court against the tender or payment of the request fee.
- * After the head of the Company has decided whether to grant the request or not, the requester must be notified in the required form.
- * If the request is granted, then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

MANUAL

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

GALAXY INVESTMENT TRUST

Master's Reference Number: IT2618/96

CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:

<i>Products and Services –</i>	
▪ Unit trust products	▪ Linked Investment Services
▪ Trust services	
<i>Trust Records –</i>	
▪ Finance	▪ Information technology
▪ Client care	▪ Compliance & Legal
▪ Product management	
<i>Subjects on whom records are held -</i>	
▪ Investors	
<i>Which records are held i.r.o. the abovementioned subjects?</i>	
▪ Confidential	▪ Financial
▪ Investor	▪ Adviser
▪ Independent Intermediaries	▪ Investment reconciliations
▪ Product and services	▪ Official/legal
▪ Contracts	
<i>Records held in terms of the following legislation -</i>	
▪ Stock Exchanges Control Act, 1 of 1985	▪ Financial Markets Control Act, 1989
▪ Financial Advisory and Intermediary Services Act, 2002	

NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No Notice in terms of Section 52(2) of the Act has been published. Certain records are available on the Fairbairn Capital (Pty) Ltd website www.fairbairncapital.com

PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

- ☐ Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
- ☐ The completed application form may be **posted** or **faxed** to the Information Officer: Galaxy Investment Trust at the address below.
- ☐ The Information Officer will process the request and inform the requestor of the fees, (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- ☐ *Note: Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.*

THE INFORMATION OFFICER: GALAXY INVESTMENT TRUST
C/o FAIRBAIRN CAPITAL (PTY) LTD
PO BOX 617
HOWARD PLACE
CAPE TOWN
7450
Fax No. (+27 21) 504 7333

THE INFORMATION OFFICER: GALAXY INVESTMENT TRUST

Tel. No. (+27 21) 504 8676
Fax No. (+27 21) 504 7333

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

The Human Rights Commission must compile a guide containing such information as may reasonably be required by any person who wishes to exercise any right contemplated in the Act. The South African Human Rights Commission can be contacted at the following address:

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582
Website : www.sahrc.org.za

MANUAL

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

GALAXY PRESERVATION PROVIDENT FUND

CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:

<i>Products and Services –</i>	
<ul style="list-style-type: none"> ▪ Pension Funds, Retirement annuities - Galaxy Preservation Provident Fund 	
<i>Pension Fund Records -</i>	
<ul style="list-style-type: none"> ▪ Finance 	<ul style="list-style-type: none"> ▪ Distribution
<ul style="list-style-type: none"> ▪ Actuarial 	<ul style="list-style-type: none"> ▪ Marketing
<ul style="list-style-type: none"> ▪ Client care 	<ul style="list-style-type: none"> ▪ Information technology
<ul style="list-style-type: none"> ▪ Product management 	<ul style="list-style-type: none"> ▪ Compliance & Legal
<ul style="list-style-type: none"> ▪ All records kept in terms of the Pension Funds Act. 	
<i>Subjects on whom records are held -</i>	
<ul style="list-style-type: none"> ▪ Members 	
<ul style="list-style-type: none"> ▪ Brokers – Our application forms make provision for the details of brokers and advisers. 	
<i>Which records are held i.r.o. the abovementioned subjects?</i>	
<ul style="list-style-type: none"> ▪ Confidential 	<ul style="list-style-type: none"> ▪ Official/Legal
<ul style="list-style-type: none"> ▪ Financial 	<ul style="list-style-type: none"> ▪ Broker – The application forms
<ul style="list-style-type: none"> ▪ Product and services 	<ul style="list-style-type: none"> ▪ Policies to the Funds
<ul style="list-style-type: none"> ▪ Member 	<ul style="list-style-type: none"> ▪ Contracts
<i>Records held in terms of the following legislation -</i>	
<ul style="list-style-type: none"> ▪ Pension Funds Act, 24 of 1956 	<ul style="list-style-type: none"> ▪ Income Tax Act, 58 of 1962

NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No Notice in terms of Section 52(2) of the Act has been published. Certain records are available on the Fairbairn Capital (Pty) Ltd website www.fairbairncapital.com

PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

- Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
- The completed application form may be **posted** or **faxed** to the Information Officer: Fairbairn Capital at the address below.
- The Information Officer will process the request and inform the requestor of the fees, (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- *Note: Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.*

**THE INFORMATION OFFICER
FAIRBAIRN CAPITAL (PTY) LTD
PO BOX 617
HOWARD PLACE
CAPE TOWN
7450
Fax No. (+27 21) 504 7333**

THE INFORMATION OFFICER: FAIRBAIRN CAPITAL (PTY) LTD

Tel. No. (+27 21) 504 8676
Fax. No. (+27 21) 504 7333

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

The Human Rights Commission must compile a guide containing such information as may reasonably be required by any person who wishes to exercise any right contemplated in the Act. The South African Human Rights Commission can be contacted at the following address :

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582

Website: www.sahrc.org.za

MANUAL

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

GALAXY PRESERVATION PENSION FUND

CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:

<i>Products and Services –</i>	
<ul style="list-style-type: none"> ▪ Retirement annuities, Pension Funds - Galaxy Preservation Pension Fund 	
<i>Pension Fund Records -</i>	
<ul style="list-style-type: none"> ▪ Finance 	<ul style="list-style-type: none"> ▪ Distribution
<ul style="list-style-type: none"> ▪ Actuarial 	<ul style="list-style-type: none"> ▪ Marketing
<ul style="list-style-type: none"> ▪ Client care 	<ul style="list-style-type: none"> ▪ Information technology
<ul style="list-style-type: none"> ▪ Product management 	<ul style="list-style-type: none"> ▪ Compliance & Legal
<ul style="list-style-type: none"> ▪ All records kept in terms of the Pension Funds Act. 	
<i>Subjects on whom records are held -</i>	
<ul style="list-style-type: none"> ▪ Members 	
<ul style="list-style-type: none"> ▪ Brokers – Our application forms make provision for the details of brokers and advisers. 	
<i>Which records are held i.r.o. the abovementioned subjects?</i>	
<ul style="list-style-type: none"> ▪ Confidential 	<ul style="list-style-type: none"> ▪ Official/Legal
<ul style="list-style-type: none"> ▪ Financial 	<ul style="list-style-type: none"> ▪ Broker – The application forms
<ul style="list-style-type: none"> ▪ Product and services 	<ul style="list-style-type: none"> ▪ Policies to the Funds
<ul style="list-style-type: none"> ▪ Member 	<ul style="list-style-type: none"> ▪ Contracts
<i>Records held in terms of the following legislation -</i>	
<ul style="list-style-type: none"> ▪ Pension Funds Act, 24 of 1956 	<ul style="list-style-type: none"> ▪ Income Tax Act, 58 of 1962

NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No Notice in terms of Section 52(2) of the Act has been published. Certain records are available on the Fairbairn Capital (Pty) Ltd website **www.fairbairncapital.com**

PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

- ☐ Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
- ☐ The completed application form may be **posted** or **faxed** to the Information Officer: Fairbairn Capital at the address below.
- ☐ The Information Officer will process the request and inform the requestor of the fees, (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- ☐ *Note: Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.*

**THE INFORMATION OFFICER
FAIRBAIRN CAPITAL (PTY) LTD
PO BOX 617
HOWARD PLACE
CAPE TOWN
7450
Fax No. (+27 21) 504 7333**

THE INFORMATION OFFICER: FAIRBAIRN CAPITAL (PTY) LTD

Tel. No. (+27 21) 504 8676
Fax. No. (+27 21) 504 7333

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

The Human Rights Commission must compile a guide containing such information as may reasonably be required by any person who wishes to exercise any right contemplated in the Act. The South African Human Rights Commission can be contacted at the following address :

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582

Website: www.sahrc.org.za

MANUAL

**As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT
No. 2 of 2000**

**This manual contains information required
to request access to the records of:**

GALAXY RETIREMENT ANNUITY FUND

CATEGORIES OF RECORDS AND SUBJECTS ON WHOM RECORDS ARE HELD:

<i>Products and Services –</i>	
<ul style="list-style-type: none"> ▪ Retirement annuities, Pension Funds - Galaxy Retirement Annuity Fund 	
<i>Pension Fund Records -</i>	
▪ Finance	▪ Distribution
▪ Actuarial	▪ Marketing
▪ Client care	▪ Information technology
▪ Product management	▪ Compliance & Legal
▪ All records kept in terms of the Pension Funds Act.	
<i>Subjects on whom records are held -</i>	
▪ Members	
▪ Brokers – Our application forms make provision for the details of brokers and advisers.	
<i>Which records are held i.r.o. the abovementioned subjects?</i>	
▪ Confidential	▪ Official/Legal
▪ Financial	▪ Broker – The application forms
▪ Product and services	▪ Policies to the Funds
▪ Member	▪ Contracts
<i>Records held in terms of the following legislation -</i>	
▪ Pension Funds Act, 24 of 1956	▪ Income Tax Act, 58 of 1962

NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

No Notice in terms of Section 52(2) of the Act has been published. Certain records are available on the Fairbairn Capital (Pty) Ltd website www.fairbairncapital.com

PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

- Requestors are to complete the prescribed FORM C as contained in the Regulations to the Act.
- The completed application form may be **posted** or **faxed** to the Information Officer: Fairbairn Capital at the address below.
- The Information Officer will process the request and inform the requestor of the fees, (if any) that he/she has to pay and of the further steps that will follow in the processing of the request.
- *Note: Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act, No 2 of 2000.*

**THE INFORMATION OFFICER
FAIRBAIRN CAPITAL (PTY) LTD
PO BOX 617
HOWARD PLACE
CAPE TOWN
7450
Fax No. (+27 21) 504 7333**

THE INFORMATION OFFICER: FAIRBAIRN CAPITAL (PTY) LTD

Tel. No. (+27 21) 504 8676
Fax. No. (+27 21) 504 7333

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (SEC 10 OF THE ACT):

The Human Rights Commission must compile a guide containing such information as may reasonably be required by any person who wishes to exercise any right contemplated in the Act. The South African Human Rights Commission can be contacted at the following address :

Private Bag 2700, HOUGHTON, 2041.
Tel. : (+27 11) 484 8300
Fax : (+27 11) 484 0582

Website: www.sahrc.org.za

PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 (the "PAI Act")

MANUAL of AFRICOT (PTY) LIMITED 1986/001784/07, a private body, prepared in terms of, and to be read with, Section 51(1) of the PAI Act.

- 51(1)(a) Address of Africot (Pty) Limited:
P.O. Box 660, Pinetown, 3600
Suite 7B, Pinewood Park, 18 Underwood Road, Pinetown 3610
Tel 031 717 2200
Fax 031 701 7108
kgmhkh@kaymac.co.za
Information Officer: the Director, Legal Services
- 51(1)(b) Guide to the PAI Act Section 10
The guide has not been compiled. For further information contact :
The Department of Justice and Constitutional Development; or
The South African Human Rights Commission PAIA Unit, R&D Dept at
P/Bag 2700, Houghton, 2041. Tel. 011 484 8300; Fax. 011 484 0582; or
on their website www.sahrc.org.za; e-mail PAIA@sahrc.org.za
- 51(1)(c) Section 52(2) Notice : None published.
- 51(1)(d) Records available under other legislation
Refer to Part 1 of Annex A
- 51(1)(e) Description of subjects and categories on which records are held
Refer to Part 2 of Annex A.

The information provided in (c), (d) and (e) above is not exhaustive.

- 51(1)(f) Request for access
A request for access should be addressed to the Information Officer i.e.
Director, Legal Services at the address in (a) above.

The request should be: in the form, and providing the information, required in Section 53 of the PAI Act and Form C of the Regulations (Government Notice R187 in Government Gazette 23119); and accompanied by the fees prescribed in Section 54 of the PAI Act and any other Acts.

Disclosure and access is subject to the provisions of the PAI Act in particular Chapters 1, 4 and 5 of Part 3, and subject inter alia to privilege, privacy, confidentiality and legal restriction.

ANNEX A**PART 1 Various records in terms of the following Acts**

Companies Act	61/1973
Income Tax Act	58/1962
Value Added Tax Act	89/1991
Basic Conditions of Employment Act	75/1997
Skills Development Levies Act	9/1999
Skills Development Act	97/1998
Labour Relations Act	66/1995
Employment Equity Act	55/1998
Unemployment Insurance Act	63/2001
Compensation for Occupational Diseases & Injuries Act	130/1993
Occupational Health & Safety Act	85/1993

PART 2 Africot (Pty) Limited holds various financial, production, marketing and administration records typical of a business enterprise.

PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 (the "PAI Act")

MANUAL of KAYMAC HOLDINGS (PTY) LTD 1945/019629/07 and its Subsidiaries (depending on the context, "Kaymac" or "Kaymac Group"), a private body, prepared in terms of, and to be read with, Section 51(1) of the PAI Act.

- 51(1)(a) Address of Kaymac:
P.O. Box 116, Pinetown, 3600
11 Livingstone Road, Pinetown, 3610
Tel 031 717 2200
Fax 031 701 7108
kgmhhh@kaymac.co.za
Information Officer: the Director, Legal Services
- 51(1)(b) Guide to the PAI Act Section 10
The guide has not been compiled. For further information contact :
The Department of Justice and Constitutional Development; or
The South African Human Rights Commission PAIA Unit, R&D Dept at
P/Bag 2700, Houghton, 2041. Tel. 011 484 8300; Fax. 011 484 0582; or
on their website www.sahrc.org.za; e-mail PAIA@sahrc.org.za
- 51(1)(c) Section 52(2) Notice : None published. Records available without request:
Kaymac's website: www.kaymac.co.za
- 51(1)(d) Records available under other legislation
Refer to Part 1 of Annex A
- 51(1)(e) Description of subjects and categories on which records are held
Refer to Part 2 of Annex A.

The information provided in (c), (d) and (e) above is not exhaustive.

- 51(1)(f) Request for access
A request for access should be addressed to the Information Officer i.e.
Director, Legal Services at the address in (a) above.

The request should be: in the form, and providing the information, required in Section 53 of the PAI Act and Form C of the Regulations (Government Notice R187 in Government Gazette 23119); and accompanied by the fees prescribed in Section 54 of the PAI Act and any other Acts.

Disclosure and access is subject to the provisions of the PAI Act in particular Chapters 1, 4 and 5 of Part 3, and subject inter alia to privilege, privacy, confidentiality and legal restriction.

ANNEX A

PART 1 Various records in terms of the following Acts

Companies Act	61/1973
Trade Marks Act	194/1993
Patents Act	57/1978
Copyright Act	98/1978
Income Tax Act	58/1962
Value Added Tax Act	89/1991
Basic Conditions of Employment Act	75/1997
Skills Development Levies Act	9/1999
Skills Development Act	97/1998
Labour Relations Act	66/1995
Employment Equity Act	55/1998
Unemployment Insurance Act	63/2001
Compensation for Occupational Diseases & Injuries Act	130/1993
Occupational Health & Safety Act	85/1993
Mines Health & Safety Act	29/1996

PART 2 Kaymac holds various financial, production, marketing and administration records typical of an industrial manufacturing operation and business enterprise.



PANGBOURNE

MANUAL

of

PANGBOURNE PROPERTIES LIMITED

and all its subsidiaries

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000.

(Private Body)

CONTENTS:

INTRODUCTION TO PANGBOURNE PROPERTIES LIMITED

CONTACT DETAILS OF THE CHIEF EXECUTIVE OFFICER

CONTACT DETAILS OF THE INFORMATION OFFICER

SECTION 10 GUIDE

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

ACCESS TO THE RECORDS HELD BY PANGBOURNE PROPERTIES LIMITED

RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

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

THE REQUEST PROCEDURES

AVAILABILITY OF THE MANUAL

PRESCRIBED FEES

PRESCRIBED FORMS

INTRODUCTION TO PANGBOURNE PROPERTIES LIMITED

Pangbourne Properties Limited is a public company listed on the JSE Securities Exchange in the "Real Estate" sector under the abbreviated name "Panprop". Major subsidiaries and associates of Pangbourne Properties Limited are:

Paforma Property Finance (Proprietary) Limited
Pangbourne Services (Proprietary) Limited
Fixtrade 283 (Proprietary) Limited
Umhlanga Crescent Investment Company (Proprietary) Limited

CONTACT DETAILS OF THE CHIEF EXECUTIVE OFFICER

Mr A M A Campbell, Chief Executive Officer
2nd Floor, Pangbourne House, 382 Jan Smuts Avenue, Craighall
P O Box 781706, Sandton, 2146
Tel: (011) 889 8500
Fax: (011) 326 2410
e-mail: panprop@pangbourne.co.za

CONTACT DETAILS OF THE INFORMATION OFFICER

Mr J J Groenewald, Company Secretary
2nd Floor, Pangbourne House, 382 Jan Smuts Avenue, Craighall
P O Box 781706, Sandton, 2146
Tel: (011) 889 8500
Fax: (011) 326 2410
e-mail: panprop@pangbourne.co.za

SECTION 10 GUIDE

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.

The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available. 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
Email – 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 Companies Act No. 61 of 1973 and the listing requirements as laid down by the JSE Securities Exchange South Africa, and amended from time to time, shall be made available for inspection by interested parties.

ACCESS TO THE RECORDS HELD BY PANGBOURNE PROPERTIES LIMITED

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 2nd Floor, Pangbourne House, 382 Jan Smuts Avenue, Craighall, 2196.

Interested parties are requested to contact the Information Officer in order to make such an appointment.

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

The Annual Report of Pangbourne Properties Limited

Marketing brochures

Policy and Procedure documentation

Records covered under the Companies Act and the Listings Requirement of the JSE Securities Exchange South Africa.

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 Contracts

Share Option Schemes

Pension and Provident Details

Documentation on Taxation

Shareholders Agreements

Confidentiality Agreements

Restraint of Trade Agreements

Lease Agreements

Sale Agreements

Acquisition Agreements

Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before Pangbourne Properties Limited will allow access to view.

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 terms of the Act, the requester must use the prescribed form to make the request. This must be made to the CEO of Pangbourne Properties Limited or the Information Officer of Pangbourne Properties Limited. 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.

Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee as follows:

- The body concerned must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to Pangbourne Properties Limited is R50 (Fifty Rand). The requester may lodge an application to the court against the tender or payment of the request fee.
- After the body concerned has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

AVAILABILITY OF THE MANUAL OF PANGBOURNE PROPERTIES LIMITED

The manual is available for inspection at the offices of Pangbourne Properties Limited being 2nd Floor, Pangbourne House, 382 Jan Smuts Avenue, Craighall, 2196 free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette. Interested parties can also view the manual, which includes the prescribed fees and forms, on the website being www.pangbourne.co.za from the 1st of March 2003.

TELEPHONE (046) 6227109
P.O. BOX 114
GRAHAMSTOWN
6140
FAX NO. (046) 6228855

ESTABLISHED 1877

TELEGRAMS:
"SOLIDARITY"
E MAIL ADDRESS:
gbsbank@imaginet.co.za
WEBSITE: www.gbsbank.co.za

GBS MUTUAL BANK

Head Office: 18 HILL STREET, GRAHAMSTOWN - 6139

7 June 2002

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

1. INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released**. The Act sets out the requisite procedural issues attached to such request.

2. WHO MAY REQUEST INFORMATION IN TERMS OF THE ACT

Any person who requires information for the exercise or protection of any rights may request information from a private body if:-

- that record is required for the exercise or protection of any rights
- that person complies with the procedural requirements in the Act relating to a request for access to that record; and
- access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of the Act

3. PROCEDURE FOR OBTAINING ACCESS

3.1 Contact Details

Any person who wishes to request information from GBS Mutual Bank with the object of protecting or exercising a right may contact the Compliance Officer whose contact details are as follows;

Postal address:- P.O.Box 114, Grahamstown, 6140

Physical address:- 18-20 Hill Street, Grahamstown, 6139

Tel: 046- 6227109

Fax: 046- 6228855

E-mail: gbsbank@imaginet.co.za

Website: www.gbsbank.co.za

3.2 Manner of Access

A request for access to a record held by the GBS Mutual Bank must be made on the prescribed form ("Request for Access to Record of Private Body") as per attached (Form B)

4. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African Human Rights Commission
at PAIA Unit (The Research and Documentation Department)
Private Bag X2700, Houghton, 2041
Tel: 011- 484 8300
Fax: 011- 484 1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

5. PRESCRIBED FEES

In terms of the Regulations relating to the Act, the requester, other than a personal requester, must pay the prescribed request fee before further processing of the request can take place. The request fee payable by a requester, other than a personal requester, is R50. The prescribed fee for reproduction of any record is available on request.

6. REFUSAL OF ACCESS TO RECORDS

A request for access to a record will be refused if its disclosure would involve the unreasonable disclosure of personal information about a third party

Further information on the above Act may be obtained from the Compliance Officer of the Bank.

11

FORM B

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 4]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|--|
| (a) | <i>The particulars of the person who requests access to the record must be recorded below.</i> |
| (b) | <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i> |
| (c) | <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason therefor.*

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____
_____	_____
_____	_____

Mark the appropriate box with an "X".

NOTES:

- (a) *Your indication as to the required form of access depends on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form -			
	copy of record*	\	inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	view the images	copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound -			
	listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form -			
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.			YES NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected: _____

2. Explain why the requested record is required for the exercising or protection of the

15

aforementioned right: _____

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

**MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2000.**

MUHLBERG ATTORNEYS

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access in terms of the Promotion of Access to Information Act 2 of 2000 ('the Act') to information/documents from **Muhlberg Attorneys**, a sole proprietorship which offers legal services. The manual may be amended from time to time and updated versions will be made public. A requestor should contact Mr Hans Muhlberg for assistance.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body:	Muhlberg Attorneys
Partner and appointed Information Officer:	Mr. Hans Muhlberg
Address:	54 Thembi Place Office Park, Calderwood Road, Lonehill, Sandton, Gauteng.
Postal Address:	P O Box 2008, Witkoppen, 2068
Telephone:	+27 11-465-5600
Fax:	+27 11-465-7144
email:	mail@muhlberg.co.za
website address:	www.muhlberg.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission ('SAHRC') containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC, at:

PAIA United, The Research and Documentation Department, Private Bag 2700, HOUGHTON, 2041, Telephone: +27 11 484-8300, Fax: +27 11 484-0582/1360, Website: www.sahrc.org.za, Email: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act.

At this stage no notice(s) has/have been published.

5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act.

Muhlberg Attorneys keeps information/documents in accordance with the

Income Tax Act. Nr. 58 of 1962 (Section 75), Attorneys Act Nr. 53 of 1979, Regional Services Councils Act. Nr. 109 of 1985, and the Value Added Tax Act. Nr. 89 of 1991 (Section 65). These records, in so far as they are of a public nature, are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS/INFORMATION HELD BY MUHLBERG ATTORNEYS IN TERMS OF THE ACT (Section 51(1)(e) of the Act).

Muhlberg Attorneys hold information/documents relating to the operational, commercial and financial interests of **Muhlberg Attorneys**, commercial contracts, client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients), list of trademarks and pending applications, and insurance policies. The **Muhlberg Attorneys** website address is www.muhlberg.co.za and it is accessible to anyone with access to the internet. It contains a profile on **Muhlberg Attorneys**, its contact particulars, services rendered and fields of expertise and its professional staff. It is recorded that any and all the documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by **Muhlberg Attorneys** is automatically available without a person having to request access in terms of and subject to the provisions of the Act. A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL Section 51(3) of the Act.

This manual is available for inspection at the offices of **Muhlberg Attorneys**, free of charge. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of **Muhlberg Attorneys**. The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and **Muhlberg Attorneys** (www.muhlberg.co.za) and will be published in the Government Gazette. It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.dci.gov.za) (under 'regulations').

PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 (the "PAI Act")

MANUAL of FOREST MEWS (PTY) LIMITED 1978/003387/07, a private body, prepared in terms of, and to be read with, Section 51(1) of the PAI Act.

- 51(1)(a) Address of Forest Mews (Pty) Limited:
P.O. Box 116, Pinetown, 3600
11 Livingstone Road, Pinetown, 3610
Tel 031 717 2200
Fax 031 701 7108
kqmhhh@kaymac.co.za
Information Officer: the Director, Legal Services
- 51(1)(b) Guide to the PAI Act Section 10
The guide has not been compiled. For further information contact :
The Department of Justice and Constitutional Development; or
The South African Human Rights Commission PAIA Unit, R&D Dept at
P/Bag 2700, Houghton, 2041. Tel. 011 484 8300; Fax. 011 484 0582; or
on their website www.sahrc.org.za; e-mail PAIA@sahrc.org.za
- 51(1)(c) Section 52(2) Notice : None published.
- 51(1)(d) Records available under other legislation
Refer to Part 1 of Annex A
- 51(1)(e) Description of subjects and categories on which records are held
Refer to Part 2 of Annex A.

The information provided in (c), (d) and (e) above is not exhaustive.

- 51(1)(f) Request for access
A request for access should be addressed to the Information Officer i.e.
Director, Legal Services at the address in (a) above.

The request should be: in the form, and providing the information, required in Section 53 of the PAI Act and Form C of the Regulations (Government Notice R187 in Government Gazette 23119); and accompanied by the fees prescribed in Section 54 of the PAI Act and any other Acts.

Disclosure and access is subject to the provisions of the PAI Act in particular Chapters 1, 4 and 5 of Part 3, and subject inter alia to privilege, privacy, confidentiality and legal restriction.

ANNEX A

PART 1 Various records in terms of the following Acts

Companies Act	61/1973
Income Tax Act	58/1962
Value Added Tax Act	89/1991
Basic Conditions of Employment Act	75/1997
Skills Development Levies Act	9/1999
Skills Development Act	97/1998
Labour Relations Act	66/1995
Employment Equity Act	55/1998
Unemployment Insurance Act	63/2001
Compensation for Occupational Diseases & Injuries Act	130/1993
Occupational Health & Safety Act	85/1993

PART 2 Forest Mews (Pty) Limited holds various financial, and administration records typical of a business enterprise.

PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 (the "PAI Act")

MANUAL of FOTOZ (PTY) LTD 1967/005435/07, a private body, prepared in terms of, and to be read with, Section 51(1) of the PAI Act.

- 51(1)(a) **Address of Fotoz (Pty) Ltd:**
P.O. Box 116, Pinetown, 3600
11 Livingstone Road, Pinetown, 3610
Tel 031 717 2200
Fax 031 701 7108
kgmhhh@kaymac.co.za
Information Officer: the Director, Legal Services
- 51(1)(b) **Guide to the PAI Act Section 10**
The guide has not been compiled. For further information contact :
The Department of Justice and Constitutional Development; or
The South African Human Rights Commission PAIA Unit, R&D Dept at
P/Bag 2700, Houghton, 2041. Tel. 011 484 8300; Fax. 011 484 0582; or
on their website www.sahrc.org.za; e-mail PAIA@sahrc.org.za
- 51(1)(c) **Section 52(2) Notice** : None published.
- 51(1)(d) **Records available under other legislation**
Refer to Part 1 of Annex A
- 51(1)(e) **Description of subjects and categories on which records are held**
Refer to Part 2 of Annex A.

The information provided in (c), (d) and (e) above is not exhaustive.

- 51(1)(f) **Request for access**
A request for access should be addressed to the Information Officer i.e.
Director, Legal Services at the address in (a) above.

The request should be: in the form, and providing the information, required in Section 53 of the PAI Act and Form C of the Regulations (Government Notice R187 in Government Gazette 23119); and accompanied by the fees prescribed in Section 54 of the PAI Act and any other Acts.

Disclosure and access is subject to the provisions of the PAI Act in particular Chapters 1, 4 and 5 of Part 3, and subject inter alia to privilege, privacy, confidentiality and legal restriction.

ANNEX A

PART 1 Various records in terms of the following Acts

Companies Act	61/1973
Income Tax Act	58/1962
Value Added Tax Act	89/1991
Basic Conditions of Employment Act	75/1997
Skills Development Levies Act	9/1999
Skills Development Act	97/1998
Labour Relations Act	66/1995
Employment Equity Act	55/1998
Unemployment Insurance Act	63/2001

PART 2 Fotoz (Pty) Ltd holds various financial, production, marketing and administration records typical of a business enterprise.

**C.E.L. Concrete Products cc.
(Registration Number 1999/013870/23)**

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : C.E.L. Concrete Products cc.

Registration Number : 1999/013870/23

Chief executive officer : C.C. Gorgulho

The appointed information officer : Mrs. Michelle Moul

Address : Sysen Rd. Blackheath, Cape Town, 7580

Postal Address : P.O. Box 1327, Kuilsriver, 7579

Telephone : 021 905 5998

Fax Number : 021 905 5988

E-Mail : claud@iafrica.com

Website : www.celpaving.co.za

2. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS IN TERMS OF THE ACT
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

**Ratcor cc. t/a Dumpit Waste Recycling
(Registration Number R97/22839/23)**

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Ratcor cc. t/a Dumpit Waste
Recycling

Registration Number : R97/22839/23

Chief executive officer : D.A. Ratcliff

The appointed information officer : M.W. Bonthuys

Address : 16 Hof Street, Bellville, 7530

Postal Address : P.O. Box 4707, Tyger Valley, 7536

Telephone : 021 949 0054

Fax Number : 021 949 6667

E-Mail : Ratcordumpit@mweb.co.za

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

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IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT
(Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

**Paternoster Groepbelange Bpk.
(Registration Number 1984/0090023/06)**

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Paternoster Groepbelange Bpk.
Registration Number :
1984/0090023/06

Paternoster Vissery Bpk.
Registration Number :
1957/03594/06

Deseeda See Produkte (Edms)
Bpk.
Registration Number :
1963/006237/07

Chief executive officer : N.J. Latsky

The appointed information officer : N.J. Latsky

Address : Milnerton Mall, Loxton Road, Milnerton
7441

Postal Address : P.O. Box 204, Milnerton, 7435

Telephone : 021 555 2355

Fax Number : 021 555 2358

E-Mail : patervis@mweb.co.za

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act. 1998
- Marine Living Resources Act. 1998

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Export documentation.
- HACCP Documentation
- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT
(Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

Paveman
(Registration Number CK93/20027/23)

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) : Paveman

Registration Number : CK93/20027/23

Chief executive officer : Quintin van Wyk

The appointed information officer : Quintin van Wyk

Address : 24 Bergsig Street, Protea Heights,
Brackenfell, 7560

Postal Address : 24 Bergsig Street, Protea Heights,
Brackenfell, 7560

Telephone : 021 981 5704

Fax Number : 021 981 5734

E-Mail : paveman@mweb.co.za

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Skills Development Act

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.
- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT
(Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

**B P Marine Fish Products cc.
(Registration Number CK1990/14524/23)**

**Manual prepared in accordance with Section 51 of the Promotion of
Access to Information Act, No 2 of 2000 ("The Act")**

1. Name of body (business) and all subsidiary companies :	Registration Number :
B P Marine Fish Products cc.	CK1990/14524/23
Fish & Catering Supplies	CK1999/09201/23
Hentiq 3043 (Pty) Ltd.	CK2001/007818/07
B P Marine Fish Processors (Pty) Ltd.	2000/030022/07
B P Marine Fish Products Employees Trust	IT2499/2001

Chief executive officer : W. Pedro

The appointed information officer : W. Pedro

Address : Sandy Point Harbour, St. Helena Bay,
7390

Postal Address : P.O. Box 11, St. Helena Bay, 7390

Telephone : 022 736 1246

Fax Number : 022 736 1258

E-Mail : bpmarine@cybotrade.co.za

**2. INFORMATION / DOCUMENTS AVAILABLE IN
ACCORDANCE WITH OTHER LEGISLATION**
(Section 51(1)(d) of the Act)

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

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No.30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act no. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Occupational Health and Safety Act, Act No. 85 Of 1993
- Skills Development Act. 1998
- Marine Living Resources Act. 1998

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**3. DOCUMENTS / INFORMATION HELD BY THE BUSINESS
IN TERMS OF THE ACT**
(Section 51(1)(e) of the Act)

Operational Information

The business keeps information on

- Personnel related issues: Employees records, conditions of employment and company policy, address lists, etc.
- Clients: contact information, product subscriptions, contractual agreements, accounting information and general communication.
- Suppliers: contact information, contractual agreements, accounting information and general communication.
- Technical product information.

- Export documentation.
- HACCP Documentation
- Financial statements

The above-mentioned records are of a confidential nature and only accessible to authorised people.

4. GUIDE IN TERMS OF SECTION 10 OF THE ACT
(Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by not later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
2041 Houghton

Telephone : +27 11 484 8300

Fax : +27 11 484 0582

Website : www.sahrc.org.za

E-Mail : PAIA@sahrc.org.za

5. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT
(Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

6. FEES

The fees applicable to any application for information, is displayed on the South African Human Rights Commission's website at www.sahrc.org.za

TINDALL-WEISS INCORPORATED
ATTORNEYS
MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT,
NR.2 OF 2000

INDEX	PAGE
1. Introduction	1
2. Contact details	1
3. Guide in terms of Section 10 of the Act	1
4. Notice(s) in terms of Section 52(2) of the Act	1
5. Information / documents available in accordance with other legislation	1
6. Documents / information held by Tindall-Weiss Incorporated in terms of the Act	2
7. Other information	2
8. Availability of the Manual	2

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Tindall-Weiss Incorporated as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Mr K E Weiss should he/she require any assistance in respect of the utilisation of this manual and / or the requesting of information/documents from Tindall-Weiss Incorporated.

The following words will bear the following meaning in this manual:-

"the Act" shall mean the Promotion of Access to Information Act, Nr.2 of 2000, together with all relevant regulations published.

"the / this manual" shall mean this manual together with all annexures thereto as available at the offices of Tindall-Weiss Incorporated from time to time.

"Tindall-Weiss Incorporated" shall mean Tindall-Weiss Incorporated Attorneys, structured as an incorporated company which renders legal services including legal advice and legal representation to individual clients and business/organisations;

"SAHRC" shall mean the South African Human Rights Commission.

"Information Officer" The senior partner of Tindall-Weiss Incorporated has been appointed as the Information Officer of Tindall-Weiss Incorporated, to which requests for information in terms of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body:	Tindall-Weiss Incorporated Attorneys
Partner and appointed Information Officer:	Mr K E Weiss
Address:	469 Julius Jeppe Street, Waterkloof, Pretoria
Postal Address:	P O Box 2195, Brooklyn Square, 0075
Telephone:	012-460 6406
Fax:	012-460 6411
E-mail:	tindallweiss@legalcom.co.za
Website address:	None

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone:	+27 11 484 8300
Fax:	+27 11 484 0582/1360
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has/have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

Tindall-Weiss Incorporated keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr.24 of 1936 (Sections 134 and 155)
- Pension Funds Act, Nr.24 of 1956
- Income Tax Act, Nr.58 of 1962 (Section 75)
- Companies Act, Nr.61 of 1973
- Copyright Act, Nr.98 of 1978
- Attorneys Act, Nr.53 of 1979
- Regional Services Councils Act, Nr.109 of 1985
- Value Added Tax Act, Nr.89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr.89 of 1991 (Section 65)
- Compensation for Occupational Injuries and Diseases Act, Nr.130 of 1993 (Section 97)
- Labour Relations Act, Nr.66 of 1995
- Basic Conditions of Employment Act, Nr.75 of 1997 (Section 31)
- Employment Equity Act, Nr.55 of 1998 (Section 26)
- Skills Development Act, Nr.97 of 1998
- Medical Schemes Act, Nr.131 of 1998
- Skills Development Levies Act, Nr.9 of 1999
- Unemployment Insurance Act, Nr.63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY TINDALL-WEISS INCORPORATED IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Tindall-Weiss Incorporated holds the information/documents listed herein below:

- a. Details relating to the operational, commercial and financial interests of Tindall-Weiss Incorporated
- b. Commercial contracts
- c. Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- d. Employment Equity Report
- e. Skills Development Report
- f. Tindall-Weiss Incorporated Personnel Report
- g. Human Resources (personal information of past, present and prospective employees and directors)
- h. Insurance policies

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by Tindall-Weiss Incorporated is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1. This manual is available for inspection at the offices of Tindall-Weiss Incorporated, free of charge.
- 8.2. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Tindall-Weiss Incorporated.
- 8.3. The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette
- 8.4. It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations")

SECTION 51 MANUAL FOR GRAIN SILO INDUSTRY (PTY) LTD

INTRODUCTION TO GRAIN SILO INDUSTRY (PTY) LTD

Grain Silo Industry is a private company that operates as a secretariat for its members on issues relating to the commercial handling and storage of grains and oilseeds.

Grain Silo Industry has 22 members who are commercial grain silo owners.

The main objective of Grain Silo Industry is to provide its members specialised services regarding the commercial handling and storage of grain and oilseeds.

1. CONTACT DETAILS

- 1.1. The Managing Director
- 1.2. Postal address:
P O Box 1508
PRETORIA
0001
- 1.3. Physical address:
Floor 26
SAAU-Building
C/o Andries and Schoeman Streets
PRETORIA
- 1.4. Telephone No.: 012 320-3782/3
- 1.5. Facsimile No.: 012 320-0409
- 1.6. E-Mail: lizbe@graansilo.co.za
- 1.7. Website: Not applicable

2. SECTION 10 GUIDE

The Guide will be 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
Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahr.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Not applicable.

4. ACCESS TO THE RECORDS HELD BY GRAIN SILO INDUSTRY

4(i) The latest notice in terms of section 52(2) regarding the categories of records of the body, which are available without a person having to request access in terms of this Act.

- General information on the handling and storage of grains and oilseeds in South Africa.
- SAGOS-contract (SA Contract for Grains and Oilseeds) for the trading of grains and oilseeds.
- Regulations relating to the grading, packing and working of maize intended for sale in the Republic of South Africa.
- Standards and requirements regarding control of the export of groundnuts.
- Regulations relating to the grading, packing and working of soya beans intended for sale in the Republic of South Africa.
- Regulations relating to the grading, packing and marking of sorghum intended for sale in the Republic of South Africa.
- Regulations relating to the grading, packing and working of sunflower seed intended for sale in the Republic of South Africa.
- Regulations relating to the grading, packing and working of wheat intended for sale in the Republic of South Africa.
- Contact details of our members.
- Contact details of other role players in the grains and oilseeds industries inter alia producer organisations, traders, feed manufacturers, millers, bakers and government departments.
- Information for the training of grain graders, silo-operators and fumigators.

4(ii) Records that may be requested.

Confidential member information (i.e. crop estimates, silo capacity, silo costs) that may only be made available to a requester with our member's/members' written consent and approval.

5. FORM OF REQUEST

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. 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 head of the private body 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.
- 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 head of the private body.

6. FEES

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

BICCARI BOLLO MARIANO INC. ATTORNEYS

(Registration No. 2001/026173/21)

MANUAL PREPARED IN ACCORDANCE WITH
SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT
NR. 2 OF 2000

INDEX	PAGE
1. Introduction	1
2. Contact details	2
3. Guide in terms of Section 10 of the Act	3
4. Notice(s) in terms of Section 52(2) of the Act	3
5. Information/documents available in accordance with other legislation	3
6. Documents/information held by BBM Inc in terms of the Act	4
7. Other information	5
8. Availability of the Manual	5

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from BBM Inc as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Mr A Bollo should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from BBM Inc.

The following words will bear the following meaning in this manual :-

"the Act" shall mean the Promotion of Access to Information Act Nr. 2 of 2000, together with all relevant regulations published;

- 2 -

"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of BBM Inc from time to time;
"BBM Inc"	shall mean Biccari Bollo Mariano Inc Attorneys, structured as a incorporated company which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
"SAHRC"	shall mean the South African Human Rights Commission;
"Information Officer"	Mr A Bollo, a director of BBM Inc has been appointed as the Information Officer of BBM Inc, to which requests for information in terms of the Act, should be addressed.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body:	Biccari Bollo Mariano Inc (Registration No. 2001/026173/21)
Director and appointed Information Officer:	Mr Alberto Bollo
Address:	112 Oxford Rd, Houghton Estate, 2198, South Africa
Postal Address:	P.O. Box 92441, Norwood, 2117, South Africa
Telephone:	+27 11 880-9002
Fax:	+27 11 788-1736
E-mail:	abollo@bbmlaw.co.za
Website Address:	www.bbmlaw.co.za

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582/1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has/have been published.

5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

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

- Insolvency Act Nr 24 of 1936 (Sections 134 and 155)
- Income Tax Act Nr 58 of 1962 (Section 75)
- Companies Act Nr 61 of 1973
- Attorneys Act Nr 53 of 1979
- Regional Services Councils Act Nr 109 of 1985
- Value Added Tax Act Nr 89 of 1991 (Section 65)
- Occupational Health and Safety Act Nr 85 of 1993

- 4 -

- Compensation for Occupational Injuries and Diseases Act Nr 130 of 1993 (Section 97)
- Labour Relations Act Nr 66 of 1995
- Basic Conditions of Employment Act Nr 75 of 1997 (Section 31)
- Employment Equity Act Nr 55 of 1998 (Section 26)
- Skills Development Act Nr 97 of 1998
- Medical Schemes Act Nr 131 of 1998
- Skills Development Levies Act Nr 9 of 1999
- Unemployment Insurance Act Nr 63 of 2001

The above records, insofar as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS/INFORMATION HELD BY BBM Inc IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

BBM Inc holds the information/documents listed herein below:

- Details relating to the operational commercial and financial interests of BBM Inc
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- BBM Inc Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- Insurance policies

It is recorded that any and all documents/information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by BBM Inc is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

8. AVAILABILITY OF MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of the BBM Inc, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of BBM Inc.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and BBM Inc (www.bbmlaw.co.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doi.gov.za) (under "regulations").

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General Management

ACCESS TO INFORMATION MANUAL

*Compiled in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000
("the Act")*

This Manual applies to information and records held by the following private body:

Name of Private Body	BILLITON ALUMINIUM SA LIMITED trading as BAYSIDE ALUMINIUM
Registration No.	1967/004817/06
Head of the Private Body	Mr M van Tonder, General Manager
Physical Address	4 Harbour Arterial Richards Bay 3900 Republic of South Africa
Postal Address	P O Box 284 Richards Bay 3900 Republic of South Africa
Telephone Number	+27 (0)35 999 2111
Telefax Number	+27(0)35 999 2710
Designated Information Officer	Anthony Holmes
Telephone Number	+27 (0)35 908 8928
Telefax Number	+27 (0)35 908 8810
Electronic Mail Address	anthony.holmes@bhpbilliton.com
Website Address	www.Bayside.co.za

(The above information is supplied in accordance with Section 51(1)(a) of the Act)

DOCUMENT NO. FM-BGA-014	REVISION 1.0	EFFECTIVE DATE 14 February 2003	PRINT DATE 14 February 2003	PAGE 1 of 10
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1. PREAMBLE

The Promotion of Access to Information Act, 2 of 2000 ("the Act") came into operation on 9 March 2001. The Act seeks to give natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights.

Section 51 of the Act obliges private bodies to compile a Manual which would assist a person in obtaining access to information held by such a private body and stipulates the minimum requirements that a manual has to comply with.

2. OBJECTIVES OF THE MANUAL

The objectives of this Manual are:

- To provide a list of all records held by Bayside Aluminium;
- To set out the requirements with regard to who may request information in terms of the Act as well as the grounds on which a request may be denied;
- To define the manner and form in which a request for information must be submitted.

3. INTRODUCTION TO BAYSIDE ALUMINIUM

Bayside Aluminium ("Bayside") is situated in Richards Bay, northern Kwa-Zulu Natal and produces 180 000 tons of Aluminium per annum. Bayside was Richards Bay's very first industry and cast its first Aluminium back in 1971.

Bayside is 100% owned by the world's largest natural resources group BHP Billiton and its younger sister smelters are Hillside Aluminium, also in Richards Bay, and Mozal in Maputo.

Bayside has emerged from a major restructuring phase and today has an important role to play in the BHP Billiton group's growth strategy. It is the only producer of value-added Aluminium products in Southern Africa and its varied product range is its major strength. Products include rolling ingot; billet; rod; rim alloy and T-bar. These are produced mostly for the Southern African market with around 30% being exported via the Richards Bay harbour to international customers.

4. ENTRY POINT FOR REQUESTS

In order to ensure proper compliance with the Act, the Information Officer, acting under the supervision of the head of the body, has been delegated with the task of receiving and coordinating all requests for access to records in terms of the Act.

All requests for access to a record in terms of the Act must be addressed in writing to:
The Information Officer at the address set out on the cover page of this Manual.

DOCUMENT NO.	REVISION	EFFECTIVE DATE	PRINT DATE	PAGE
FM-BGA-014	1.0	14 February 2003	14 February 2003	2 of 10

5. REQUEST PROCEDURE

5.1 Completion of Prescribed Form

Any request for access to a record in terms of the Act must substantially correspond with form C of Annexure B to Government Notice No. R.187 dated 15 February 2002 (a specimen of which appears at the end of this Manual), and should be specific in terms of the record requested.

A request which does not comply with the formalities as prescribed by the Act will be returned to the requester.

5.2 Proof of Identity

Proof of identity is required to authenticate the request and the requester. In view hereof, a requester will, in addition to the prescribed Form, be required to submit acceptable proof of identity such as a certified copy of their identity document or any other legal forms of identity.

5.3 Request fees

Section 54 of the Act entitles a company to levy a charge or request a fee to enable the company to recover the cost of processing a request and providing access to records in terms of the Act. The fees that may be charged are set out in Regulation 9(2)(c) to the Act.

Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

6. GROUNDS FOR THE REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

- information for the protection of the privacy of individuals (Section 63);
- information for the protection of commercial information and confidential information of third parties (Section 64 and Section 65);
- information for the protection of the safety of individuals and the protection of property (Section 66);
- information privileged from production in legal proceedings (Section 67);
- commercial information of the company (Section 68);
- research information (Section 68).

DOCUMENT NO. FM-BGA-014	REVISION 1.0	EFFECTIVE DATE 14 February 2003	PRINT DATE 14 February 2003	PAGE 3 of 10
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7. AVAILABILITY OF THE MANUAL - SECTION 51(3)

In accordance with Regulation 9 (1) to the Act, this Manual has been made available to the Human Rights Commission and will be published on the Bayside website (www.Bayside.co.za).

8. PARTICULARS REQUIRED IN TERMS OF SECTION 51 OF THE ACT**8.1 CONTACT DETAILS - SECTION 51(1)(a)**

Bayside's contact details appear on the cover page of this Manual.

8.2 DESCRIPTION OF THE GUIDE - SECTION 51(1)(b)

Section 10 of the Act imposes a duty on the Human Rights Commission to "compile in each official language a guide containing such information, in an easy comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the Act." This Guide has to be published on 15 August 2003.

Please direct any queries to:

The Human Rights Commission:

Postal Address: Private Bag 2700
Houghton
2041

Telephone : +27 (0) 11 484-8300
Fax : +27 (0) 11 484-0582
Website : www.sahrc.org.za

8.3 CATEGORIES OF RECORDS OF THE BODY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF SECTION 52(2) - SECTION 51(1)(c)

The current information displayed on Bayside's website is available without a person having to make a formal request in terms of the Act.

DOCUMENT NO.	REVISION	EFFECTIVE DATE	PRINT DATE	PAGE
FM-BGA-014	1.0	14 February 2003	14 February 2003	4 of 10

8.4 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION - SECTION 51(1)(d)

Where applicable to our operations, information is also available or alternatively, we retain records and documents in terms of certain provisions of the following statutes, as amended from time to time:

- Atmospheric Pollution Prevention Act 45 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Constitution of the Republic of South Africa 108 of 1996
- Customs and Excise Act 91 of 1964
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Environmental Conservation Act 73 of 1989
- Exchange Control Regulations
- General Laws 6 Amendment Act 204 of 1993
- Hazardous Substances Act 15 of 1973
- Hazardous Chemicals Substances Regulations (GNR 1179 of 25 August 1995)
- Health Act 63 of 1977
- Income Tax Act 58 of 1962
- Inside Trading Act 135 of 1998
- Labour Relations Act 66 of 1995
- Medical Schemes Act 131 of 1998
- National Environment Management Act 107 of 1998
- National Road Traffic Act 93 of 1996
- National Roads Act 54 of 1971
- National Water Act 36 of 1999
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Physical Planning Act 88 of 1967
- Regional Services Levy legislation
- Richards Bay Bylaws Regarding Nuisances (PN 534 of 8 December 1988)
- Richards Bay Bylaws relating to fire prevention and matters incidental thereto (PN 323 of 28 July 1984)
- Richards Bay Bylaws relating to the discharge of sewerage, industrial effluents and other substances (MN 105 of 10 May 1990)
- Road Transportation Act 74 of 1977
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Standards Act 29 of 1993
- Telecommunications Act 103 of 1965
- Unemployment Insurance Act 30 of 1996
- Value Added Tax Act 58 of 1962
- Water Act 54 of 1956

DOCUMENT NO. FM-BGA-014	REVISION 1.0	EFFECTIVE DATE 14 February 2003	PRINT DATE 14 February 2003	PAGE 5 of 10
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8.5 DESCRIPTION OF THE SUBJECT OF THE RECORDS HELD AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED - SECTION 51(1)(e)

A description of the subjects of the records held by Bayside and the categories in which these subjects are classed are set out below:

COMPANY SECRETARIAL AND RISK MANAGEMENT

- Annual Financial Statements
- Approval Framework
- Certificate of Change of Name and Reservation of Name
- Certificate of Incorporation
- Certificate or list of directors
- Consents to act as Director or Officer or other Directorships
- Contents of Register of Directors, Auditors and Officers
- External Audit Reports
- Insurance Policies and Insurance Register
- Internal Audit Reports
- Memorandum and Articles of Association
- Minutes of Meetings
- Notice of Consent to Appoint, Change of Name, or Resignation of Company Secretary
- Notice of Registered Office and Postal Address
- Policies and procedures
- Resolutions of Directors
- Risk Register
- Security
- Securities Transfer forms
- Share Certificates of subsidiary company
- Statutory returns

FINANCE AND TREASURY

- Annual Financial Statements
- Asset Register
- Balanced Scorecard and other Key Performance Indicator information
- Bank Statements
- Banking details and bank account records
- BHPB Accounting Policy Manual
- Bookkeeping
- Budget Records
- Business Operating Policy documents
- Debtors & Creditors statements and invoices
- Documents relating to IP (e.g. trademarks and brands)
- Executive Information System Information
- Internal Management Reports
- Loans

DOCUMENT NO.	REVISION	EFFECTIVE DATE	PRINT DATE	PAGE
FM-BGA-014	1.0	14 February 2003	14 February 2003	6 of 10

- Motor Vehicle Licences
- Payment Records
- Projects
- Policies and procedures
- Regional Services Council Returns
- SARS Reports and Tax and VAT Returns
- UK, US, Australian and SA GAAP
- United States SEC Regulations

LEGAL

- Agreements
- Litigation proceedings
- Notarial Deeds of Servitude
- Procedure to Appoint External Counsel
- Procedure to Execute Documents
- Title Deeds

PENSION / PROVIDENT FUND MANAGEMENT

- Administration
- Booklets
- Claim files
- Communications
- Deceased estates
- Declarations
- Dependants
- Forms
- Funds
- Medication
- Membership
- Minutes of Trustees Meetings

COMMERCIAL

- Agreements
- Audits
- Correspondence with vendors
- Securities (performance bonds and bank guarantees)
- Policies and procedures
- Tender Information
- Vendor assessment documentation

DOCUMENT NO.	REVISION	EFFECTIVE DATE	PRINT DATE	PAGE
FM-BGA-014	1.0	14 February 2003	14 February 2003	7 of 10

MARKETING

- Agreements
- Approval Framework
- Audits
- BHPBilliton Credit Risk Management Policy Framework
- Business plans and forecasts
- Credit Sales Agreements
- Customer Credit assessments
- Forex
- Minutes of meetings
- Policies and procedures
- Securities (bank guarantees, suretyships and bonds)

INFORMATION TECHNOLOGY

- Correspondence with internal and external parties
- Intranet
- Policies and procedures
- Project, disaster recovery and implementation plans
- Software Licences
- System documentation and manuals

HEALTH, SAFETY AND ENVIRONMENT

- Monthly and annual HSEC Reports
- Audit reports
- Health, Safety and Environmental procedures
- Health, Safety, Environment, Community & Quality Policy
- Incident Reports
- Workmans compensation files
- ISO certification audits
- Minutes of meetings
- OHSA Appointments
- Legal exemptions
- Permits, licences, approvals, authorisations, applications & registrations
- Policies, procedures and specifications
- Projects
- Health and environmental monitoring data
- Reports of compliance to relevant authorities
- Risk Registers
- Legal registers

DOCUMENT NO.	REVISION	EFFECTIVE DATE	PRINT DATE	PAGE
FM-BGA-014	1.0	14 February 2003	14 February 2003	8 of 10

HUMAN RESOURCES

- Agreements
- Applications for Appointments
- Appointments
- Audits
- Benefit arrangements rules and records
- Communications booklets, brochures, newsletters and other literature
- Compensation for Occupational Injuries
- Deferred compensation
- Disciplinary procedure
- Employee Assistance Programme
- Employee Information
- Employment Equity plans, returns and reports
- Facilities Management
- Forms and applications
- Group life assurance cover
- Health Center service and procedures
- Housing guarantees and bond cover
- Learnerships
- Maintenance, Safety and Security
- Medical Aid rules
- Motor vehicle scheme
- Policies, codes, rules and procedures
- Professional society membership
- Skills Development Returns and Reports
- Standard Letters and notices
- Study assistance
- Training plans and procedures
- Unemployment insurance cover (UIF)
- Workplace and Union agreements and records

OTHER DEPARTMENTS

- Approvals
- Audits and Assessments
- Authorizations
- BSC and key performance indicators
- Consents
- Contractor and supplier agreements and information
- Drawings and specifications
- Licenses
- Permits
- Policies and Procedures
- Registrations
- Reports and supporting documentation

DOCUMENT NO.	REVISION	EFFECTIVE DATE	PRINT DATE	PAGE
FM-BGA-014	1.0	14 February 2003	14 February 2003	9 of 10

8.6 OTHER INFORMATION AS MAY BE PRESCRIBED - SECTION 51(1)(f)

Not applicable

8.7 GENERAL**Copyright**

Where copyright subsists in the information and other resources contained in this Manual, the Company is the holder thereof and disclosure will not be permitted in the absence of the written permission of the Head of the private body referred herein. Unauthorized reproduction, adaptation, distribution or commercial exploitation of the work beyond the limited use of information permitted by law is prohibited.

Liability

While every effort has been made to publish reliable information in this Manual, Bayside cannot guarantee that this information is both complete and accurate and makes no representation in that regard. All users of this resource are therefore cautioned to use the information entirely at their own risk. Bayside will not be liable for any loss or damage, action, proceedings, claims, demands, liability, damages, costs, charges or expenses, howsoever arising, as a result of the use of Bayside's website or the information contained in this Manual.

Bayside reserves the right to refuse to disclose information that is the subject of a request where there are grounds for refusal of access to such records in terms of Chapter 4 of the Act.

DOCUMENT NO.	REVISION	EFFECTIVE DATE	PRINT DATE	PAGE
FM-BGA-014	1.0	14 February 2003	14 February 2003	10 of 10



GENERAL MANAGEMENT

REQUEST FOR ACCESS TO A RECORD HELD BY BAYSIDE ALUMINIUM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) read with Regulation 10 of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

TO: The Information Officer, Bayside Aluminium

A. Particulars of private body

BAYSIDE ALUMINIUM
PO BOX 284
RICHARDS BAY
3880

FAX 035 – 908 8279

Email anthony.holmes@bhpbilliton.com

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requested access to the records given below.*
 (b) *The address and / fax number in the Republic to be sent must be given.*
 (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surnames : _____
 Identity Number : _____
 Postal Address : _____
 Fax Number: : _____
 Telephone Number : _____
 Electronic Mail Address : _____

DOCUMENT NO.	REVISION	EFFECTIVE DATE	PRINT DATE	PAGE
FM-BGA-015	1.0	14 February 2003	14 February 2003	1 of 2

Capacity in which request is made, when on behalf of another person:

Reason for the request

C. Particulars of person on whose behalf request are made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surnames :

Identity Number :

D. Particulars of record

- (a) *Provide full particulars of the records to which access is requested, including reference numbers if that is known to you, to enable the record to be located.*
- (b) *If the space provided is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of the record:

DOCUMENT NO. FM-BGA-015	REVISION 1.0	EFFECTIVE DATE 14 February 2003	PRINT DATE 14 February 2003	PAGE 2 of 2
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SAMANCOR LIMITED

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

samancor



samancor[®]

SAMANCOR LIMITED

Samancor was created in 1975 through the merger of SA Manganese Limited and African Metals Corporation Limited (Amcor).

The company consists of two totally independent operating divisions, Samancor Manganese and Samancor Chrome. These are optimally structured to service customer needs with reliability and dependability.

Samancor Manganese mines manganese ore at two mines near Hotazel in the Northern Cape. The ore is converted into alloys at the company's Metalloys plant and a joint venture, Advalloy (Proprietary) Limited, at Meyerton in Gauteng Province. Ore is converted into manganese metal by Manganese Metal Company in Nelspruit and Krugersdorp. Samancor Manganese also produces dense-media ferrosilicon.

Samancor Chrome comprises two chromite mining operations situated near Rustenburg ("WCMs") and near Steelpoort ("ECMs") and three ferrochrome smelting works in Witbank, Middleburg and Steelpoort. Samancor Chrome has entered into various joint ventures with its customers which joint ventures are operated from Samancor Chrome's ferrochrome smelting works and are managed by Samancor Chrome in terms of written management agreements. The relevant joint ventures are: NST Ferrochrome (Proprietary) Limited; Middleburg Technochrome (Proprietary) Limited; Poschrome (Proprietary) Limited; Crometals (Proprietary) Limited; Middleburg Steel and Alloys (Proprietary) Limited, Ferroveld Joint Venture and Xstrata-Samancor Production Joint Venture.

Samancor Limited was delisted from the Johannesburg Stock Exchange in December 1998, and is jointly owned by BHP Billiton (60%) and Anglo American Corporation of South Africa Limited (40%).

Samancor Limited has subsidiaries and other associated private bodies (all referred to as "the Group Companies") which are listed in Part VI of this manual. With the exception of Manganese Metal Company, which has published a separate manual, the records of these subsidiaries and other private bodies are kept and administered by Samancor Limited and are covered by this manual.

FP/Min295/#12572v2
13/02/2003

Page 3 of 12

PART I

The following information is supplied in accordance with section 51(1)(a) of the Act.

Name of the Private Body	Samancor Limited
Registration No.	1926/008883/06
Head of the Private Body	M Salamon (Chairman)
Physical Address	6 Hollard Street Johannesburg
Postal Address	P O Box 8186 Johannesburg 2000
Website Address	www.samancor.co.za
Telephone Number	(011) 376-9111
Telefax Number	(011) 376-3338
Designated Information Officer (1)	P M Calicchio
Telephone Number	(011) 376-3023
Telefax Number	(011) 376-3049
E-mail Address	samancorchrome.proatia@bhpbilliton.com
Designated Information Officer (2)	F M L Paton
Telephone Number	(011) 376-3372
Telefax Number	(011) 376-3049
E-mail Address	samancormanganese.proatia@bhpbilliton.com
Designated Information Officer (3)	B J van der Walt
Telephone Number	(011) 376-33370
Telefax Number	(011) 376-3338
E-mail Address	samancor.proatia@bhpbilliton.com

PART II

The following information is supplied in accordance with section 51(1)(b) of the Act.

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

- ❑ The objects of the Act;
- ❑ Particulars of the information officer of every public body;
- ❑ Particulars of every private body as are practicable;
- ❑ The manner and form of a request for access to information held by a body;
- ❑ Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
- ❑ All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- ❑ Schedules of fees to be paid in relation to requests for access to information;
- ❑ Regulations made in terms of the Act.

Copies of the Guide will be available from the SAHRC following its publication. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

FP/Mn295/#12572v2
13/02/2003

Page 5 of 12

PART III

The following information is supplied in accordance with section 51(1)(c) of the Act.

Categories of records which are available without a person having to request access in terms of this Act:

NONE.

PART IV

The following information is supplied in accordance with section 51(1)(d) of the Act.

- A. Where applicable to our operations, information is also available in terms of certain provisions of the following statutes, as amended from time to time:
- ☐ Atmospheric Pollution Prevention Act 45 of 1965
 - ☐ Basic Conditions of Employment Act 75 of 1997
 - ☐ Companies Act 61 of 1973
 - ☐ Compensation for Occupational Injuries and Diseases Act. 130 of 1993
 - ☐ Competition Act 89 of 1998
 - ☐ Constitution of the Republic of South Africa, Act 108 of 1996
 - ☐ Customs and Excise Act No 91 of 1964
 - ☐ Electronic Communications and Transactions Act 25 of 2002
 - ☐ Employment Equity Act 55 of 1998
 - ☐ Environmental Conservation Act 73 of 1989
 - ☐ Health Act 63 of 1997
 - ☐ Income Tax Act 58 of 1962
 - ☐ Labour Relations Act 66 of 1995
 - ☐ Mine Health and Safety Act 29 of 1996
 - ☐ Minerals Act 50 of 1991
 - ☐ Mineral and Petroleum Resources Development Act 28 of 2002
 - ☐ National Environmental Management Act 107 of 1998
 - ☐ National Road Traffic Act 93 of 1996

- ☐ National Water Act 36 of 1998
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Physical Planning Act 88 of 1967
- ☐ Road Transportation Act 74 of 1977
- ☐ Skills Development Act 97 of 1998
- ☐ Skills Development Levies Act 9 of 1999
- ☐ Standards Act 29 of 1993
- ☐ Unemployment Insurance Act 63 of 2001

B. Where applicable to our operations, we also retain records and documents in terms of the following statutes, as amended from time to time:

- ☐ Atmospheric Pollution Prevention Act 45 of 1965
- ☐ Basic Conditions of Employment Act 75 of 1997
- ☐ Companies Act 61 of 1973
- ☐ 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
- ☐ Employment Equity Act 55 of 1998
- ☐ Explosives Act 26 of 1956
- ☐ Health Act 63 of 1977
- ☐ Income Tax Act 58 of 1962
- ☐ Labour Relations Act 66 of 1995
- ☐ Machinery and Occupational Safety Act 6 of 1983
- ☐ Manpower Training Act 56 of 1981-
- ☐ Mine Health and Safety Act 29 of 1996
- ☐ Minerals Act 50 of 1991
- ☐ National Environmental Management Act 107 of 1998
- ☐ National Road Traffic Act 93 of 1996
- ☐ National Roads Act 54 of 1971
- ☐ National Water Act 36 of 1998
- ☐ Occupational Diseases in Mines & Works Act 78 of 1973
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Physical Planning Act 88 of 1967
- ☐ Road Traffic Act 29 of 1989
- ☐ Road Transportation Act 74 of 1977
- ☐ Regional Services Act 109 of 1995
- ☐ Skills Development Act 97 of 1998

FP/Mn295/12572v2
13/02/2003

Page 7 of 12

- ☐ Skills Development Levies Act 9 of 1999
- ☐ Stamp Duties Act 77 of 1968
- ☐ Standards Act 29 of 1993
- ☐ Trust Property Control Act 57 of 1988
- ☐ Value-Added Tax Act 89 of 1991

PART V

The following information is supplied in accordance with section 51(1)(e) of the Act.

The company holds the following categories of information:

CATEGORY

RECORDS

Commercial

Agreements
Audits
Correspondence with vendors
Securities (performance bonds and bank guarantees)
Policies and procedures
Tender Information
Vendor assessment documentation

Company Secretarial and Risk Management

Annual financial statements
Annual reports
Approval framework
Certificate of incorporation
Foreign exchange dealings
Insurance records
Internal audit reports
Memorandum and articles of association
Minutes of meetings
Policies and procedures
Register of directors, auditors and officers
Resolutions
Statutory company records and returns

FP/Mn295/#12572v2
13/02/2003

Page 8 of 12

CATEGORY**RECORDS****Exploration**

Geological data (including analytical results)

Geological information comprising:

- ☐ Borehole logs
- ☐ Geological reports
- ☐ Maps and plans

Finance & Admin & Treasury

Accounting records

Annual financial statements

Asset register

Bank statements

Banking details and bank account records

Budget records

Generally Accepted Accounting Practice

Group accounting policy manual

Policies and procedures

Regional Services Council returns

SARS reports and tax and VAT Returns

Health Safety & Environment

Annual sustainability reports

Environmental procedures

Health, safety, environment, community & quality policy

Incident reports

ISO certification

Permits, licences, approvals, exemptions, authorisations, applications & registrations

Policies and procedures

Reports of compliance to relevant authorities

Risk control documentation

Statutory appointments

Human Resources

Agreements (including agreements with service providers)

Applications for employment

Appointments

Audits

Benefit arrangements rules and records

Bursary scheme records

FP/Mn295/#12572v2
13/02/2003

Page 9 of 12

CATEGORY**RECORDS**

Communications booklets, brochures, newsletters and other literature

Compensation for occupational injuries

Deferred compensation

Disciplinary procedure

Employee assistance programme

Employee benefits

Employee information

Employment equity plans, returns and reports

Facilities management

Forms and applications

Group life assurance cover

Health centre service and procedures

Housing guarantees and bond cover

Learnerships

Maintenance, safety and security

Medical aid rules

Motor vehicle scheme

Pension and provident fund records

Policies, codes, rules and procedures

Professional society membership

Remuneration policy and reports

Skills development returns and reports

Standard letters and notices

Study assistance

Training plans and procedures

Unemployment insurance cover(UIF)

Workplace and union agreements and records

Legal

Contracts

Litigation records

Opinions

Policies and procedures

Marketing

Agreements

Business plans and forecasts

FP/Mn295/#12572v2
13/02/2003

Page 10 of 12

CATEGORY**RECORDS**

Customer information
Published information on competitors
Published trade statistics
Crude steel production: figures and forecasts

Mineral Rights

Mineral leases
Mining contracts
Title deeds
Servitudes
Mining authorisations
Prospecting permits
Property leases
Exploration agreements
Permits / authorizations / exemptions
Environmental impact assessments

Rehabilitation

Acceptance letters and undertakings to comply with their duties by the trustees;
Certificates of estimates of costs for compliance for rehabilitation obligations by beneficiaries
Letters of executorship
Minutes of meetings of trustees

Other

Audits and assessments
Business development records
Drawings and specifications
Engineering records and specifications
Licenses
Maintenance records
Patents
Policies and procedures
Production records
Reports
Trade marks
Trade names and / or product names

FP/Mn295/#12572v2
13/02/2003

Page 11 of 12

PART VISubsidiaries of Samancor Limited and associated private bodies covered by this Manual

Private Body	Registration No.
Advalloy (Proprietary) Limited	1996/005531/07
Batlhako Ferrochrome (Proprietary) Limited	1985/070455/07
Batlhako Mining Limited	1974/000494/06
Bophuthatswana Chrome Co. (Proprietary) Limited	1979/070020/07
Braklands Properties (Proprietary) Limited	1972/007253/07
Chemfos Limited	1970/003897/06
Crometals (Proprietary) Limited	1973/004916/07
Danjan (Proprietary) Limited	1964/003256/07
Electrolytic Metal Corporation (Proprietary) Limited	1955/003225/07
Ferroveld Joint Venture	
Henry Gould (Proprietary) Limited	1953/000691/07
Manganore Iron Mining Limited	1947/027790/06
Marico Chrome Corporation (Proprietary) Limited	1978/005144/07
Middelburg Steel & Alloys (Proprietary) Limited	1955/001490/07
Middelburg Technochrome (Proprietary) Limited	1995/004092/07
Middelplaats Manganese Limited	1968/001018/06
NST Ferrochrome (Proprietary) Limited	1971/010987/07
Poschrome (Proprietary) Limited	1996/008582/07
Samancor Management Services (Proprietary) Limited	1970/012108/07
Samancor Rehabilitation Trust Fund	IT 6256/98
Silicon Smelters (Proprietary) Limited	1970/012577/07
South African Manganese (Proprietary) Limited	1937/009895/07
Terra Nominees (Proprietary) Limited	1962/000439/07
Waterkloof Chrome Mines (Proprietary) Limited	1957/004219/07
Xstrata-Samancor Production Joint Venture*	

* Records are kept by Samancor Limited and / or Xstrata SA (Proprietary) Limited

Separate manuals have been produced by the following associated private bodies:

- Manganese Metal Company (Proprietary) Limited (Registration no. 1971/006609/07)
- Samancor Foundation (No. 179/90)
- Samancor Group Pension Fund (No. PF 12/886/8/1)
- Samancor Health Plan (No. 29/4/1557)

PART VII

Copyright

Where copyright subsists in the information and other resources contained in this Manual, the Company is the holder thereof and its use will not be permitted in the absence of written permission by a duly authorised officer.

Unauthorised reproduction, adaptation, distribution or commercial exploitation of the work beyond the limited use of information permitted by law is prohibited.

Liability

While every effort is made to publish reliable information in this Manual, the Group companies cannot guarantee that this information is both complete and accurate and makes no representation in that regard. All users of this resource are therefore cautioned to use the information entirely at their own risk.

The Group Companies and other entities whose details appear herein will not be liable for any loss or damage, action, proceedings, claims, demands, liability, damages, costs, charges or expenses, howsoever arising, as a result of the use of the website or the information contained in this Manual. All users agree to submit exclusively to the laws of the Republic of South Africa and the jurisdiction of the Courts of the Republic of South Africa in respect of any dispute arising out of the use of Samancor's website or the information contained in this Manual.

The Group Companies and other entities whose details appear herein reserve the right to refuse to disclose information that is the subject of a request where there are grounds for refusal of access to such records in terms of Chapter 4 of the Act.

**MANGANESE METAL COMPANY
(PROPRIETARY) LIMITED**

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



FPMn295.1/#12503v2
05/02/2003**DRAFT**

Page 1 of 10

INTRODUCTION

With an annual production capacity of some 50 000 tons, Manganese Metal Company (MMC) is the single largest producer of electrolytic manganese in the world. Electrolytic manganese, the purest form of manganese was first produced in South Africa by Electrolytic Manganese Corporation (Pty) Ltd. as far back as 1954, and in 1960 a commercial plant was set up in association with General Mining. In 1970 it became clear that, as a result of the world-wide increase in demand for electrolytic manganese, production would have to be increased.

With approximately 80% of the world's high grade manganese reserves within its boundaries, South Africa availed itself of this opportunity and a second producer of manganese metal was established being Delta Manganese (Pty) Ltd. In 1985, a merger of the Emcor and Delta Manganese (Pty) Ltd., both pioneers in this specialised field, led to the establishment of MMC, which today has technologically advanced plants at Nelspruit and Krugersdorp, respectively in the Mpumalanga and Gauteng provinces of South Africa. The main shareholders in MMC are Samancor Limited and Delta S.A. (Proprietary) Limited.

Manganese Metal Company (MMC) is the single largest producer of electrolytic manganese metal in the world. The company has production plants located in Nelspruit and Krugersdorp, respectively in the Mpumalanga and Gauteng provinces of South Africa. MMC produces electrolytic manganese - the purest of manganese - from ore mined in South Africa via a hydrometallurgical extraction process. From the metal a range of products are produced and marketed, the majority being exported to customers around the world. All the products are manufactured using a selenium free process - thus minimum 99.9% Mn content.

The production capacity of electrolytic manganese at MMC is 50 000 ton per annum and the company has been producing the metal since 1960. MMC is an ISO 9002 and ISO 14001 registered company. This makes MMC the preferred supplier of electrolytic manganese to a global market.

MMC has one South African subsidiary company, Danjan (Proprietary) Limited, whose records are kept and administered by MMC and are covered by this manual.

FP/Mn295.1/#12503v2
05/02/2003**DRAFT**

Page 2 of 10

PART I

The following Information is supplied in accordance with section 51(1)(a) of the Act.

Name of the Private Body	Manganese Metal Company (Proprietary) Limited
Registration Number	1971/006609/07
Head of the Private Body	R Arnot Managing Director
Physical Address	Heyneke Street Industrial Sites Nelspruit Mpumalanga. Stand 419 Luipaardsvlei Krugersdorp Gauteng.
Postal Address	P.O. Box 323 Nelspruit 1200
Telephone Number	(013) 759 4600
Telefax Number	(013) 752 7657
Designated Information Officer	F M L Paton
Telephone Number	(011) 376-3372
Telefax Number	(011) 376-3049
E-mail Address	mmc.proatia@bhpbilliton.com
Website	www.mmc.co.za

FPMn295.1/12503v2
05/02/2003**DRAFT**

Page 3 of 10

PART II

The following information is supplied in accordance with section 51(1)(b) of the Act.

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

- ☐ The objects of the Act;
- ☐ Particulars of the information officer of every public body;
- ☐ Particulars of every private body as are practicable;
- ☐ The manner and form of a request for access to information held by a body;
- ☐ Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
- ☐ All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- ☐ Schedules of fees to be paid in relation to requests for access to information;
- ☐ Regulations made in terms of the Act.

Copies of the Guide will be available from the SAHRC following its publication. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

FP/Mn295.1/#12503v2
05/02/2003**DRAFT**

Page 4 of 10

PART III

The following information is supplied in accordance with section 51(1)(c) of the Act.

Categories of records which are available without a person having to request access in terms of this Act:

NONE.

PART IV

The following information is supplied in accordance with section 51(1)(d) of the Act.

A. Where applicable to our operations, information is also available in terms of certain provisions of the following statutes, as amended from time to time:

- ☐ Atmospheric Pollution Prevention Act 45 of 1965
- ☐ Basic Conditions of Employment Act 75 of 1997
- ☐ Companies Act 61 of 1973
- ☐ Compensation for Occupational Injuries and Diseases Act. 130 of 1993
- ☐ Competition Act 89 of 1998
- ☐ Constitution of the Republic of South Africa, Act 108 of 1996
- ☐ Customs and Excise Act No 91 of 1964
- ☐ Electronic Communications and Transactions Act 25 of 2002
- ☐ Employment Equity Act 55 of 1998
- ☐ Environmental Conservation Act 73 of 1989
- ☐ Health Act 63 of 1997
- ☐ Income Tax Act 58 of 1962
- ☐ Labour Relations Act 66 of 1995
- ☐ National Environmental Management Act 107 of 1998
- ☐ National Road Traffic Act 93 of 1996
- ☐ National Water Act 36 of 1998
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Physical Planning Act 88 of 1967
- ☐ Road Transportation Act 74 of 1977
- ☐ Skills Development Act 97 of 1998

DRAFT

- ☐ Skills Development Levies Act 9 of 1999
- ☐ Standards Act 29 of 1993
- ☐ Unemployment Insurance Act 63 of 2001

B. Where applicable to our operations, we also retain records and documents in terms of the following statutes, as amended from time to time:

- ☐ Atmospheric Pollution Prevention Act 45 of 1965
 - ☐ Basic Conditions of Employment Act 75 of 1997
 - ☐ Companies Act 61 of 1973
 - ☐ 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
 - ☐ Employment Equity Act 55 of 1998
 - ☐ Explosives Act 26 of 1956
 - ☐ Health Act 63 of 1977
 - ☐ Income Tax Act 58 of 1962
 - ☐ Labour Relations Act 66 of 1995
 - ☐ Machinery and Occupational Safety Act 6 of 1983
 - ☐ Manpower Training Act 56 of 1981-
 - ☐ National Environmental Management Act 107 of 1998
 - ☐ National Road Traffic Act 93 of 1996
 - ☐ National Roads Act 54 of 1971
 - ☐ National Water Act 36 of 1998
 - ☐ Occupational Diseases in Mines & Works Act 78 of 1973
 - ☐ Occupational Health and Safety Act 85 of 1993
 - ☐ Physical Planning Act 88 of 1967
 - ☐ Road Traffic Act 29 of 1989
 - ☐ Road Transportation Act 74 of 1977
 - ☐ Regional Services Act 109 of 1995
 - ☐ Skills Development Act 97 of 1998
 - ☐ Skills Development Levies Act 9 of 1999
 - ☐ Stamp Duties Act 77 of 1968
 - ☐ Standards Act 29 of 1993
 - ☐ Value-added Tax Act 89 of 1991
-

FP/Mn295.1/#12503v2
05/02/2003**DRAFT**

Page 6 of 10

PART V

The following information is supplied in accordance with section 51(1)(e) of the Act.

The company holds the following categories of information:

CATEGORY	RECORDS
Commercial	Agreements Audits Correspondence with vendors Policies and procedures Tender Information Vendor assessment documentation
Company Secretarial and Risk Management	Annual financial statements Annual reports Approval framework Certificate of incorporation Insurance records Internal audit reports Memorandum and articles of association Minutes of meetings Policies and procedures Register of directors, auditors and officers Resolutions Statutory company records and returns
Engineering	Plans Layout of plant Building structures Operating procedures
Finance & Administration	Accounting policy manual Accounting records ACCPAC manual operating procedures Annual financial statements Asset register Bank statements

FP/Mn295.1/#12503v2
05/02/2003**DRAFT**

Page 7 of 10

CATEGORY**RECORDS**

Banking details and bank account records
Budget records
Generally Accepted Accounting Practice
Order procedures
Policies and procedures
Payment and invoice procedures
Payroll procedures
Pro-forma tender procedures
Regional Services Council returns
SARS reports and tax and VAT Returns
Stores requisitions procedures

Health Safety & Environment

Annual sustainability reports
Environmental procedures
Health, safety, environment, community & quality policy
Incident reports
ISO certification
Permits, licences, approvals, exemptions, authorisations, applications & registrations
Policies and procedures
Reports of compliance to relevant authorities
Risk control documentation
Statutory appointments

Human Resources

Agreements (including agreements with service providers)
Applications for employment
Appointments
Audits
Benefit arrangements rules and records
Bursary scheme records
Communications booklets, brochures, newsletters and other literature
Compensation for occupational injuries
Deferred compensation
Disciplinary procedure
Employee assistance programme

FP/Mn295.1/12503v2
05/02/2003**DRAFT**

Page 8 of 10

CATEGORY**RECORDS**

Employee information
Employment equity plans, returns and reports
Facilities management
Forms and applications
Group life assurance cover
Health centre service and procedures
Housing guarantees and bond cover
Learnerships
Maintenance, safety and security
Medical aid rules
Motor vehicle scheme
Pension and provident fund records
Policies, codes, rules and procedures
Professional society membership
Remuneration policy and reports
Skills development returns and reports
Standard letters and notices
Study assistance
Training plans and procedures
Unemployment insurance cover(UIF)
Workplace and union agreements and records

Legal

Contracts
Litigation records
Opinions
Policies and procedures

Marketing

Agreements
Approval framework
Business plans and forecasts
Credit policy and procedures
Customer information
Forex
Published information on competitors

FP/Mn295.1/#12503v2
05/02/2003**DRAFT**

Page 9 of 10

CATEGORY**RECORDS****Metallurgical**

Published trade statistics
Standard operating procedures

Grades and tonnages produced
Plant operating procedures

Production

Monthly / daily measures on production
Plant operating procedures

Technical Services

Environmental standards
Information about water pollution

Other

Audits and assessments
Business development records
Drawings and specifications
Engineering records and specifications
Licenses
Maintenance records
Patents
Policies and procedures
Production records
Reports
Security operating procedures
Trade marks
Trade names and / or product names

PART VI**Copyright**

Where copyright subsists in the information and other resources contained in this Manual, the Company is the holder thereof and its use will not be permitted in the absence of the written permission of a duly authorised officer.

FP/Mn295.1/#12503v2
05/02/2003**DRAFT**

Page 10 of 10

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Liability

While every effort is made to publish reliable information in this Manual, it cannot guarantee that this information is both complete and accurate and makes no representation in that regard. All users of this resource are therefore cautioned to use the information entirely at their own risk.

The Companies (Manganese Metal Company (Proprietary) Limited and Danjan (Proprietary) Limited) will not be liable for any loss or damage, action, proceedings, claims, demands, liability, damages, costs, charges or expenses, howsoever arising, as a result of the use of the website or the information contained in this Manual. All users agree to submit exclusively to the laws of the Republic of South Africa and the jurisdiction of the Courts of the Republic of South Africa in respect of any dispute arising out of the use of the website or the information contained in this Manual.

The Companies reserve the right to refuse to disclose information that is the subject of a request where there are grounds for refusal of access to such records in terms of Chapter 4 of the Act.

SAMANCOR GROUP PENSION FUND

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



samancor 

SAMANCOR GROUP PENSION FUND ("the Fund")**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 20/2000 ("the Act")**

The Samancor Group Pension Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Anna-Paula Sathee of Momentum Retirement Solutions.
2. The Financial Services Board PF Number of the Fund is: 12/886/8/1.
3. The registered address of the Fund is: 6 Hollard Street, Johannesburg.
4. The postal address of the Fund is: PO Box 61820, Marshalltown, 2107.
5. The contact telephone number for the Fund is: 011-376-2003..
6. The contact facsimile number for the Fund is: 011-834-2974.
7. The e-mail address of the Head of the Fund is: annapaulas@meb.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address: Private Bag 2700 Houghton 2041,
Telephone: (011) 484 8300
Facsimile: (011) 484 0582
Website: <http://www.sahrc.org.za>.

**C: FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS
ACT 24 of 1956**

- (a) The following records of the Fund are available on demand by a member of the Fund:
 - (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, is not specified.

- (b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: 446 Rigel Avenue Pretoria
Telephone: (012) 428 8000
Facsimile: (012) 347 0221
Website: <http://www.fsb.co.za>

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS
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- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect 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 a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND**Claims (Withdrawals, Retirements, Deaths & Disabilities)**

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate - where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution - Disposal of benefit (**deaths only**)
- Insurance received - statement by insurer (**deaths only**)
- Copy of death certificate
- Statement by Employer (**disability only**)
- Statement by Employee (**disability only**)
- Acceptance / Declination Letter (**disability only**)

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus / demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate - where applicable)

- Payment letter (**liquidations only**)
- Copy of S14 application lodged (transferor fund)
- Copy of S14 (1) (e) certificate (transferee and transferor funds)

Housing Loans: Direct (i.e. this does not apply to situations where the fund has merely stood guarantee for the loan)

- Application form
- Contribution records
- Finalised / settled claims record / calculation
- Partial settlement as a result of default - claim forms and approval for this payment.

Funeral Benefit Claims

- Claim form
- Copy of death certificate
- Payment letter

Pensioners:

Annuity/Traditional Funds

- Special tax directives, including IT 88's, garnishees, etc.
- Commutation of pensions - calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Disability

- Medical Reviews - correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements

- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Minute books
- Trustees registers
- Original or copies of all policy documents relating to GLA, PHI, dread disease, stated benefits, travel, funeral, fidelity, etc (obviously where the fund has such a benefit)
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment manager mandates or policies of insurance depending on the nature of the investment
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to members of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structure etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with SARS and FSB

THE SAMANCOR FOUNDATION

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

samancor



samancor 

THE SAMANCOR FOUNDATION

The Samancor Foundation was established in 1990 by Samancor Limited ("Samancor") to facilitate and fund investments and projects in the communities in which Samancor operates. Its objective is to act as a catalyst for projects, supported by Samancor's operating centres and other stakeholders. Projects are aligned with the interests and initiatives of local / provincial government and other stakeholders where possible.

Guiding principles for these initiatives are:

- ❑ addressing socio-economic needs of communities in the vicinity of operating centres;
 - ❑ encouraging projects in local communities which may lead to the establishment of small and micro enterprises;
 - ❑ enhancing provincial and local government capacity to deliver on socio-economic development; and
 - ❑ addressing social ills.
-

FP/Mn295/#12568v2
09/02/2003

Page 2 of 6

PART I

The following information is supplied in accordance with section 51(1)(a) of the Act.

Name of the Private Body	Samancor Foundation
Registration No.	179/90
Head of the Private Body	B J van der Walt
Physical Address	6 Hollard Street Johannesburg
Postal Address	P O Box 8186 Johannesburg 2000
Website Address	None
E-mail Address	samancorfoundation.paia@bhpbilliton.com
Telephone Number	(011) 376-9111
Telefax Number	(011) 376-3338
Designated Information Officer (1)	P M Calicchio
Telephone Number	(011) 376-3023
Telefax Number	(011) 376-3049
Designated Information Officer (2)	F M L Paton
Telephone Number	(011) 376-3372
Telefax Number	(011) 376-3049
Designated Information Officer (3)	B J van der Walt
Telephone Number	(011) 376-33370
Telefax Number	(011) 376-3338

FP/Mn295/112568v2
09/02/2003

Page 3 of 6

PART II

The following information is supplied in accordance with section 51(1)(b) of the Act.

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

- ☐ The objects of the Act;
- ☐ Particulars of the information officer of every public body;
- ☐ Particulars of every private body as are practicable;
- ☐ The manner and form of a request for access to information held by a body;
- ☐ Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
- ☐ All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- ☐ Schedules of fees to be paid in relation to requests for access to information;
- ☐ Regulations made in terms of the Act.

Copies of the Guide will be available from the SAHRC following its publication. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

FP/Mn295/#12568v2
09/02/2003

Page 4 of 6

PART III

The following information is supplied in accordance with section 51(1)(c) of the Act.

Categories of records which are available without a person having to request access in terms of this Act:

NONE.

PART IV

The following information is supplied in accordance with section 51(1)(d) of the Act.

- A. Where applicable to our operations, information is also available in terms of certain provisions of the following statutes, as amended from time to time:
- ☐ Constitution of the Republic of South Africa, Act 108 of 1996
 - ☐ Income Tax Act 58 of 1962
 - ☐ Stamp Duties Act 77 of 1968
 - ☐ Trust Property Control Act 57 of 1988
- B. Where applicable to our operations, we also retain records and documents in terms of the following statutes, as amended from time to time:
- ☐ Income Tax Act 58 of 1962
 - ☐ Stamp Duties Act 77 of 1968
 - ☐ Trust Property Control Act 57 of 1988
-

FP/Mn295/#12568v2
09/02/2003

Page 5 of 6

PART V

The following information is supplied in accordance with section 51(1)(e) of the Act.

The Samancor Foundation holds the following categories of information:

CATEGORY	RECORDS
Finance & Administration	Accounting records Annual financial statements Annual reports Banking details and bank account records Budget records Business plan and approval framework Generally Accepted Accounting Practice Minutes of meetings Policies and procedures Projects Resolutions SARS reports and tax returns Statutory records and returns
Legal	Contracts Opinions Policies and procedures

PART VICopyright

Where copyright subsists in the information and other resources contained in this Manual, the Samancor Foundation is the holder thereof and its use will not be permitted in the absence of written permission by a duly authorised officer.

Unauthorised reproduction, adaptation, distribution or commercial exploitation of the work beyond the limited use of information permitted by law is prohibited.

Liability

While every effort is made to publish reliable information in this Manual, the Samancor Foundation cannot guarantee that this information is both complete and accurate and makes no representation in that regard. All users of this resource are therefore cautioned to use the information entirely at their own risk.

The Samancor Foundation will not be liable for any loss or damage, action, proceedings, claims, demands, liability, damages, costs, charges or expenses, howsoever arising, as a result of the use of the information contained in this Manual. All users agree to submit exclusively to the laws of the Republic of South Africa and the jurisdiction of the Courts of the Republic of South Africa in respect of any dispute arising out of the use of Samancor's website or the information contained in this Manual.

The Samancor Foundation reserves the right to refuse to disclose information that is the subject of a request where there are grounds for refusal of access to such records in terms of Chapter 4 of the Act.

PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000
(THE ACT)
STATUTORY MANUAL IN TERMS OF SECTION 51

Company name: K.C.S. & ASSOCIATES (PTY) LTD
Contact Details: The Managing Director
Postal address: PO Box 124
 Pinegowrie. 2123
Street address: Telsaf Data House
 5 Conrad Drive,
 Blairgowrie
 2194
Telephone number: 011 789 2432
Fax number: 011 787 7909
E-mail address: fabel@isat.co.za
Registration No: 69/14313

1. REQUEST FOR INFORMATION

A requester must be given access to any record of a private body if that record is required for the exercise or protection of any rights; that person complies with the procedural requirements in the Act relating to a request for access to that record and access to that record is not refused in terms of the grounds for refusal as set out in Chapter 4 of Part 3 of the Act.

2. PROCEDURES TO BE FOLLOWED TO REQUEST ACCESS TO A RECORD

Contact Details

Any person who wishes to access a record from K.C.S. & ASSOCIATES (PTY) LTD (KCS) may contact the Managing Director whose contact details are as set out above.

Prescribed Access Form

In terms of Section 53, a request for access to a record of KCS must be made in the prescribed form to KCS at the address, fax number or electronic mail address as set out above.

A request in terms of the Act requires the completion of the prescribed request for access form. The form requires the requester to provide certain information. The requester must provide sufficient detail on the request form to enable KCS to identify the record and the requester. The form is set out in Government Gazette No. 23119 dated 15 February 2002 (Form C).

There are two types of fees payable:

- **Request fee:** This fee is payable by all requesters other than personal requesters prior to the processing of the request. The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the payment of the request fee.
- **Access fee.** This fee is payable by all requesters when the request for access to a record is granted and is a fee that is payable for the purpose of searching, making a copy of a record and preparing the record for disclosure to the requester.

KCS may withhold a record until the requester has paid the applicable fees. A schedule of the prescribed fees is set out in Government Gazette No. 23119 dated 15 February 2002.

-2 -

3. **SECTION 10 - HUMAN RIGHTS COMMISSION GUIDE**

Should a requester require further clarity, the requester is referred to the Guide which will be published by The South African Human Rights Commission.

In terms of Section 10 of the Act, the Human Rights Commission will produce a guide (by August 2003) as to:

- (a) the objects of the Act;
- (b) such particulars of every private body as are practicable;
- (c) the manner and form of request for access to records;
- (d) the assistance available from the South African Human Rights Commission;
- (e) legal remedies available at law;
- (f) how to obtain access to the Section 51 manual;
- (g) voluntary disclosures of categories of records by public and private bodies;
- (h) notices regarding fees to be paid in relation to requests for access; and
- (i) any regulations made in terms of Section 92.

The guide 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 South African Human Rights Commission, Private Bag 2700, Houghton 2041, telephone 011 484 8300 or fax 011 484 0582 or at www.sahrc.org.za or e-mail PAIA@sahrc.org.za.

4. **RECORDS**

The following are the categories of records held by KCS. Examples of the types of records in the various categories are also listed.

Other legislation

Records are available in accordance with the following legislation:

The Companies Act 61 of 1973
 Basic Conditions of Employment Act 75 of 1997
 Income Tax Act 58 of 1962
 Value Added Tax Act 89 of 1991
 Unemployment Insurance Act 63 of 2001
 Skills Development Levies Act 9 of 1999
 Regional Services Councils Act 109 of 1985

Internal records:

Client Policy records

Human Resources:

Staff Records

Finance:

Financial and accounting records
 Creditors and debtors statements and invoices

Company Secretarial:

Company statutory records
 Minutes of Meetings

The Managing Director will take into consideration Section 5 of the Manual to decide on whether or not access to any of the records stated above should be given to the requester.

5. **GROUND S FOR REFUSAL OF A REQUEST**

A request may be declined in accordance with one of the prescribed grounds for refusal of the request in terms of the Act, and these are set out in Sections 63, 64, 65, 66, 67, 68, and 69 of the Act.